

**CITY OF SHOREVIEW
AGENDA
REGULAR CITY COUNCIL MEETING
November 21, 2016
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PROCLAMATIONS AND RECOGNITIONS

CITIZENS COMMENTS - *Individuals may address the City Council about any item not included on the regular agenda. Specific procedures that are used for Citizens Comments are available on notecards located in the rack near the entrance to the Council Chambers. Speakers are requested to come to the podium, state their name and address for the clerk's record, and limit their remarks to three minutes. Generally, the City Council will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

COUNCIL COMMENTS

CONSENT AGENDA - *These items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

1. November 7, 2016 City Council Meeting Minutes
2. November 14, 2016 Special City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes—
 - Bikeways & Trailways Committee; October 6, 2016
 - Planning Commission; October 25, 2016
4. Monthly Reports
 - Administration/Community Development
 - Finance
 - Public Works
 - Park and Recreation
5. Verified Claims

6. Purchases
7. Developer Escrow Reduction
8. Authorization to Replace Skidsteer Annual Trade-in Program
9. Approve Change Order #3 – Gramsie Road Rehabilitation, City Project 16-05
10. Approve Change Order #1 – Bucher Lift Station, City Project 15-13
11. Extend City Contract With Upper Cut Tree Service for 2017
12. Authorize Contract With Department of Corrections
13. Minor Subdivision – Policoff/Loewen, 4380 Reiland Lane
14. Approve Parental Leave Policy

PUBLIC HEARING

15. Transfer of On-Sale Liquor Licenses from Thomas Meister (Meister's Bar and Grill) to Tracy Mars (Shore 96); 1056 Highway 96 W

GENERAL BUSINESS

16. Consideration of Ordinance No. 946, An Amendment to Ordinance 706, Tobacco Products

STAFF AND CONSULTANT REPORTS AND RECOMMENDATIONS

SPECIAL ORDER OF BUSINESS

ADJOURNMENT

*** Denotes items that require four votes of the City Council.**

**CITY OF SHOREVIEW
MINUTES
REGULAR CITY COUNCIL MEETING
November 7, 2016**

CALL TO ORDER

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on November 7, 2016.

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn and Wickstrom

APPROVAL OF AGENDA

MOTION: by Councilmember Wickstrom, seconded by Councilmember Quigley to approve the November 7, 2016 agenda as corrected.

VOTE: Ayes - 5 Nays - 0

PROCLAMATIONS AND RECOGNITIONS

There were none.

CITIZEN COMMENTS

There were none.

COUNCIL COMMENTS

Mayor Martin

On Thursday, November 10, 2016, at 9:00 a.m., Kowalski's will have its Grand Opening.

Monday, November 14, 2016, at 6:00 p.m. will be the Holiday Lighting Ceremony. The Turtle Lake School choir will be singing.

Early voting has brought several hundred votes a day. Staff have been working overtime to make sure this is a safe and secure election.

Gramsie Road has been flooded for several months, but it is now open. Thank you to the Public Works Department for making temporary modifications so the road will be open this winter.

Councilmember Johnson

Tomorrow is Election Day. All are encouraged to vote.

Councilmember Quigley

City Hall will be closed Friday, November 11, 2016, for Veterans' Day. Mayor Martin added that the Community Center and Fitness Center will be open.

The water treatment plant is now complete. Mr. Maloney added that the plant went online last week. The project was completed on time and within budget. The transition has been smooth.

The Farmers' Market is now indoors beginning November 1, 2016.

Councilmember Wickstrom

In answer to questions from a number of residents, the water from the water treatment plant is not softened. It is better not to drink softened water.

The indoor Farmers' Market is not every week but will be November 15th, December 6th, and December 20th.

The Shoreview Northern Lights Variety Band's Holiday Concert will be Saturday, December 10, 2016, at 7:00 at Benson Great Hall. All encouraged to attend. Tickets will be available in December.

Councilmember Springhorn

On November 14, 2016, 10:00 a.m. to noon there will be Active Life Fair for seniors on health and wellness issues. Mr. Schwerm added that the Silver and Fit program memberships are now available at the Community Center.

On Friday, November 18, 2016, at 7:00 p.m., there will be a Dive-In movie, *Angry Birds*.

CONSENT AGENDA

Councilmember Johnson requested that item No. 11 be voted on separately.

MOTION: by Councilmember Wickstrom, seconded by Councilmember Johnson to adopt the Consent Agenda for November 7, 2016, and all relevant resolutions for item Nos. 1, through 13, with the exception of No. 11:

1. October 10, 2016 City Council Workshop Minutes
2. October 17, 2016 City Council Meeting Minutes
3. Receipt of Committee/Commission Minutes:
Environmental Quality Committee Minutes; October 24, 2016

Human Rights Commission Minutes, September 28, 2016
Planning Commission Minutes, September 27, 2016

4. Verified Claims in the Amount of \$2,665,755.42
5. Purchases
6. Developer Escrow Reduction
7. Approve Final Pay Estimate for Well 6 Raw Water Pipeline, City Project 16-06
8. Approve Maintenance Agreement Between City and Rice Creek Watershed for the Gramsie Road Development
9. Approve Change Order No. 1 and Final Payment – 2016 Street Light Replacement, City Project 16-03
10. Approve Special Purpose Fence – Sarah McGuiness, 224 Janice Street
12. Comprehensive Sign Plan – Tyme Properties LLC, 3999 Rice Street
13. Land Exchange – Rice Creek Corporate Park

VOTE: Ayes - 5 Nays - 0

MOTION: by Councilmember Springhorn, seconded by Councilmember Quigley to approve No. 11 on the Consent Agenda, Comprehensive Sign Plan for Target Corporation.

VOTE: Ayes - 4 Nays - 0 Abstain - 1 (Johnson)

PUBLIC HEARINGS

There were none.

GENERAL BUSINESS

PUD CONCEPT STAGE - GRECO LLC & EAGLE RIDGE PARTNERS LLC, 1005 GRAMSIE ROAD

Presentation by Asst. City Manager/Economic Development Director Tom Simonson

The proposal is to demolish the existing vacant building and redevelop the property with high end market rate multi-family residential apartments.

The property is within the Shoreview Corporate Center. Currently, Land O'Lakes, Hill-Rom occupy the three buildings along County Road F. The 4000 Lexington building is occupied by Ally Financial. The building at 1005 Gramsie has been vacant for the last 10 years.

The Shoreview Corporate Center consists of 5 buildings with 553,000 square feet of space. Eagle Ridge Partners recently reacquired the property to improve it and reinvest in it. A preliminary plat was recently approved to better align parking needs with uses. The final plat is pending.

The building at 1005 Gramsie Road is the largest building on the site at 160,000 square feet. The building is structurally substandard. An inspection report verifies the condition of the building which qualifies it for redevelopment tax increment financing (TIF). Eagle Ridge has actively marketed the property but has received limited interest from the market because of the building's location on the site and the condition of the building. There would be a significant cost in upgrading the building for corporate office or multi-tenant business. To date, the interest shown in the building is for a mini-storage development or warehouse development. Neither fits the vision that Eagle Ridge has for the entire site.

The current proposal would remove the existing building to redevelop the site with multi-family residential with up to 400 market rate apartments to be constructed in two phases. The concept is 4 buildings of 5 stories each. There would be 400 underground parking stalls and 200 surface parking stalls. Surface stalls would be shared with other Corporate Center uses. The amount of underground parking will allow a significant amount of green space. Staff believes that high density residential is appropriate for this site because of the proximity to major corporate employers, proximity to retail amenities, easy access to I-694 and the significant tax base increase and property value increase. Adding residents in this area could also promote improved transit. The proposal enhances housing opportunities in the City. Greco is an experienced, successful developer in high density residential. The Shoreview Corporate Center is a PUD with underlying zoning for Business Park, which means a PUD Amendment for zoning would be required.

The City's Comprehensive Plan guides the property for Office use. A land use plan amendment would be needed to change to Mixed Use (MU), which includes office, business park and residential. This type of housing would meet life-cycle housing needs and further diversify the City's housing supply.

The site consists of 7.14 acres. The proposed density would be 56 units per acre. The entire Corporate Center is 34.6 acres, which brings density down to 11.56 units per acre. The MU zoning designation allows 45 units per acre.

Property owners within 350 feet were notified of the proposal. No comments were received. There were some inquiries from nearby businesses that were supportive. Ramsey County identified a significant traffic impact to Chatsworth and County Road F. Off-site traffic improvements, such as a traffic signal or pedestrian sidewalks, would be eligible for TIF assistance. A Traffic Impact Study will be needed.

The Planning Commission reviewed this concept at the October 25th meeting. The Commission is generally supportive and believes that multi-family apartments are reasonable because of nearby arterial roadways, employment centers and retail services. The developer is asked to

provide information on how this development would interact with the business park uses and the long-term vision Eagle Ridge has for the Corporate Center and future improvements.

The Economic Development Authority (EDA) also reviewed the concept plan at the October meeting. The EDA gave very positive responses and believes that an apartment development would enhance the Corporate Center as well as provide new housing choices, and attract new residents and workers to Shoreview.

Mayor Martin clarified that only the parcel that would be redeveloped with high density residential would be rezoned. She asked the reason for MU zoning rather than residential. Mr. Simonson explained that the Corporate Center is a PUD and staff believes zoning should be allowed to permit this type of use. The density directs toward Mixed Use which allows business park, retail and residential. High Density Residential zoning allows residential.

Councilmember Quigley asked if another Mixed Use development could occur on the site. Mr. Simonson stated that would be a policy decision for the City, if that request should occur.

Councilmember Wickstrom questioned the amount of parking, especially if there are two-bedroom apartments. Also, there is a sea of parking around the buildings. She would like to see landscaped buffering so resident views are not of parking lots. She asked what would happen to the parking in the space by the Gramsie access. Mr. Simonson responded that there will be surface parking. The existing parking by Gramsie will be shared parking. There will be parking agreements for shared parking.

Councilmember Springhorn asked if there is an estimate of the number of possible families with children who will be coming into the school district. City Manager Schwerm stated that the school district does not foresee many children being added to the school district from this type of development.

Mr. Josh Branson, Greco; Mike Krych, BKV Architects; and Kristin Myhre, Eagle Ridge Partner. Ms. Meyer stated that substantial investment has been made to address parking on the site and updating 4000 Lexington, which is fully leased. The 1005 building consists of 125,000 square feet of office space and 35,000 square feet of warehouse. The building sits on a site of 7.55 acres. Interested parties would be low-cost users with no plans for renovation. The challenge is that Land O'Lakes will move out of their building in 2018.

The Corporate site has a number of strengths which include central location, easy access to east/west and north/south freeways, area retail amenities, and other corporate users in the area. There are 18 corporate users, which will create short commutes to work. Public transportation routes provide a commute of 25 to 35 minutes to both downtown Minneapolis and St. Paul.

The challenges with the 1005 building for warehousing is column spacing. It is not efficient for racking and travel-down aisles as is the standard warehouse today. In the office space, the window line is too far from work areas. The standard is 150 feet from a window line. In this building it is 320 feet from two sides of the building and 196 feet from another side. A larger atrium would be needed to provide light. Such major renovation for office use does not address

the column spacing. A total renovation is estimated at \$10 million. TIF assistance of \$4.4 million would be needed, but the project only generates \$1.5 million to \$2.9 million. A modified renovation is not desirable because it does not provide an attractive site when it is time to rent the Land O'Lakes building.

The corner where the 1005 building is located is the lowest traveled area and least visible of the Corporate Center. That was the impetus for this proposal featuring a high density rental development. Shared parking would be available based on the timing of use for corporate users and rental users.

Mr. Branson stated that Greco is a local development and property management company in the Twin Cities. Most recently Lime Apartments was completed in Minneapolis with 176 market rate apartments and One Southdale Place in Edina with 232 market rate apartments. The proposal for this site would be a development in two phases with 200 units built in each phase. It is estimated each phase will take 16 months to complete. The apartments will be a mix of studio, one, two, and three bedrooms. Currently, plans are being developed to provide one parking stall per bedroom in a unit. Three entrances are planned for the building garages. Approximately 13 to 15 months are planned for full leasing. The renter demographics shown in the market study is strong with ability to pay market rates. Amenities will include: outdoor pool and entertainment deck, outdoor kitchens/grilling areas, dog run, clubhouse and cyber cafe, outdoor fireplaces, business center, enhanced green space and lawn game court. Inside amenities include modern cabinets, hard surface countertops, wood floors, stainless steel appliances, energy efficient HVAC, balconies and patios, and large windows. It is important to be a catalyst for further development within the Corporate Center. This type of apartment building will attract young renters who are working in the Center businesses.

Councilmember Quigley asked about building parking ramps. **Mr. Branson** explained that would quadruple the foundation area. The topography of the site has grade changes that makes it possible to build into the hill and provide access at grade for each level of the garage.

There has been a 12% increase in renter demographics compared to a flat growth in owner occupied homes. Single households have increased 7.7% from 2010 to 2014. These are signs that people are transitioning to rental housing. Young singles and couples without children are a big part of this demographic. This proposed project will provide an option for people to live close to where they work. Rental market analysis shows a vacancy apartment rate of 1.7% in Shoreview when a standard vacancy is expected at 5%.

Mayor Martin stated that just in the last two years over 200 market rate apartments have been built. She asked how it is known that the market demand will continue for this product. **Mr. Branson** stated that the millennial demographic is 80% to 90% of the demographic. It is a demand estimated to be 20 to 25 years. The next generation will also be a deep demographic. This is the largest demographic since the baby boomers. **Ms. Myhre** added that research shows a demand for 1300 units in Shoreview between 2016 and 2021. The City is well below existing demand that is projected to increase.

Councilmember Johnson asked if any corporations have requested short-term stay accommodations for employees. **Mr. Branson** responded that there has been no direct request, but there is increasing demand, and it is anticipated that element will be included with this project.

Mr. Mike Krych, BKV Architects, stated that the first phase would be a building at the south corner of the site at Chatsworth and Gramsie Road. There will be two buildings, but the buildings will be broken down into different parts so as not to be one massive building. There is a grade differential of approximately 12 feet from the north to the south of the site. An east/west access is being considered through the middle of the site that would serve both phases. In Phase 1, access is proposed off Gramsie Road directly into the underground parking. A driveway would also connect this access to surface parking available to the west. Parking is proposed on the first floor of one wing of the building to achieve a 1:1 ratio per bedroom. There are main Corporate Center site connectors on the west and north that provide access that will work well with the access through the middle. There will be heavy landscaping with berms and pedestrian paths and storm water storage ponds to provide buffer between the resident buildings and surface parking.

Councilmember Quigley asked the reason the apartment buildings would not face east toward the Tower property that is wooded. **Mr. Krych** stated that both buildings are U shaped facing south to take advantage of solar energy. The reason the parking is flipped to the other side in the second phase is to ease congestion and traffic flow. There are residential units above the at-grade parking shown.

Mayor Martin requested further information on other environmental amenities that can be included beyond what has been presented.

Councilmember Quigley suggested trails on the site that connect to existing City trails.

Councilmember Wickstrom stated that a pathway around the complex for walking dogs would be a good amenity. She would like to see the new buildings use some of the same brick on the rest of the campus so all the buildings look coordinated.

Mayor Martin asked about the vision Eagle Ridge Partners has for this site. **Ms. Myhre** stated that the building at 4000 Lexington is fully leased. The building occupied by Land O'Lakes is designed for office use, but it is not at today's standards for office space. Those issues will be addressed when Land O'Lakes moves. Companies are trying to attract younger workers, and this is the type of living opportunity they look for.

Planning Commissioner Peterson stated that this proposal provides a lot of opportunity for creativity. The nearby Hilton Garden Inn at 59 feet in height makes the proposed five-story buildings very reasonable with the site grade contours. There is limited area in the City for multi-family development. The Shoreview Hills apartments are not far from this proposed development so there is a question as to how this proposal will impact those apartments. The Commission also asked if there is an opportunity for some affordable units.

Councilmember Johnson stated that the EDA is supportive of TIF assistance, but it will be important to know what level of TIF assistance will be requested.

Mayor Martin stated that she is excited about the potential for this development and looks forward to working with the developer on the preliminary plat.

FINAL PLAT - GOLDEN VALLEY LAND CO., GRAMSIE WOODS - 0 GRAMSIE ROAD

Presentation by Asst. City Manager/Economic Development Director Tom Simonson

The Final Plat is to develop 15.57 acres of vacant land for 7 single-family residential lots that are consistent with the Preliminary Plat. The majority of the property comprises two outlots because of the topography and configuration of wetland in this area. The two parcels are located north of I-694, west of Victoria Street, south of Gramsie Road and east of the Telegram tower properties.

The Planning Commission approved variances for lot depth for Lots 1-5 to have a 40-foot setback from the rear or south property line. These lots will be considered key lots until the adjacent property to the south is developed. The variance was appealed and upheld by the City Council at the October 17, 2016 Council meeting.

Outlet A has been modified to be divided into two separate Outlets A and B. Outlet A will be replatted in the future for possible development with the Tan property. Outlet B is encumbered by Island Lake and not accessible without access from the Tan property. It is unlikely that any development of a park could take place without access from the tower property. The developer is proposing gifting Outlet B to the City to be protected as open space or possible development of a park.

Staff finds that the application complies with previous approvals and recommends approval of the Final Plat and Development Agreements subject to the conditions listed in the staff report.

Planning Commissioner Peterson stated that he is pleased to see the division of Outlets A and B. It is not related to the proposed development.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to authorize execution of the Site Development Agreement, and to approve the Final Plat, Gramsie Woods, submitted by Peter Knaeble, Golden Valley Land, Co. to subdivide the property at 0 Gramsie Road into 7 single-family residential lots and 2 outlots, subject to the following:

1. A public use dedication fee shall be submitted as required by ordinance.
2. The applicant shall obtain permits from Rice Creek Watershed District, and other agencies as needed prior to the City's issuance of a grading permit or building permit.
3. Municipal water and sewer shall be provided to all lots.
4. Tree Preservation and Replanting plan shall be submitted for review and approval by the City Planner. Replacement trees shall be planted in accordance with the City's

- Woodland and Vegetation Ordinance.
5. Grading, Drainage and Erosion Control plans shall be submitted with each building permit application.
 6. Final site grading and utility plans are subject to review and approval by the City Engineer.
 7. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City. Said agreements shall be executed prior to the issuance of any permits for this project.
 8. The developer shall erect signs at the edge of the 16.5-foot wetland buffer area.

This approval is based on the following findings of fact:

1. The proposal supports the policies in the City's Comprehensive Plan relating to land use and housing.
2. The subdivision complies with the City's development code standards for plats and single-family residential development.
3. The proposed low density residential use will not adversely impact the planned land use of the surrounding property.
4. The Final Plat is consistent with the previous Preliminary Plat approval.

ROLL CALL: Ayes: Johnson, Quigley, Springhorn, Wickstrom, Martin
Nays: None

FINAL PLAT/PUD - ELEVAGE SHOREVIEW HOLDINGS, LLC, 157 COUNTY ROAD E, 3521/3527 RICE STREET, 3500 RUSTIC PLACE

Presentation by Asst. City Manager/Economic Development Director Tom Simonson

This project is a 5-story mixed use building with 134 market rates apartments. The ground floor includes 6800 square feet of retail space. On the western edge of the site 14 town homes will be built. Final Plat approval is submitted. The Final Stage PUD and Final Plat applications were received in April 2016 but had to be revised to address incorporation of the acquired property at 3527 Rice Street, which changed screening and buffers and internal sidewalks. Those revisions have been made to move the north buffer further back and revised the internal pathways throughout the site. A fence and additional buffering is included in the conditions of approval.

Staff finds that the applications and plans comply with previous City approvals. Approval of the Final Plat, Final Stage PUD and Development Agreements is recommended, subject to the conditions listed in the motion and staff report.

Councilmember Wickstrom asked the amount of increase given to the buffer. Mr. Schwerm stated that it was increased one parking stall. It was at the minimum of 20 feet but is now over 30 feet.

Mr. Mergens, Developer, stated that permits will be submitted before Thanksgiving. The landscape plans will be submitted the week of November 14, 2016. Construction will begin as soon as permits are approved.

Councilmember Springhorn asked for further information on the proposed restaurant. **Mr. Mergens** assured the Council that there will be a restaurant as previously discussed. One of the requirements of the bank funding is that the lease is signed and in place. Announcement of that tenant will be made before construction begins.

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to approve the Final Plat and Final PUD for Elevage Shoreview Holdings, LLC incorporating the property at 3527 Rice Street into the mixed use redevelopment project, the McMillan, located at 3500 Rustic Place, 157/185 County Road E and 3521 Rice Street. The approval is subject to the following:

Final Plat

1. The Final Plat shall be revised to include:
 - a. 10-foot drainage and utility easements along the road rights-of-way.
 - b. Eliminate the 20-foot wide drainage and utility easement that transcends Lot 1. The proposed storm sewer line in this easement area does not serve a public purpose and will remain private.
2. The applicant is required to enter into a Site Development Agreement and Erosion Control Agreement with the City, including the submittal of the financial sureties. Said agreements shall be executed prior to the release of the Final Plat.
3. Private agreements shall be secured between the parcels in the subdivision regarding the maintenance of shared facilities. Said agreements shall be submitted to the City Attorney for review and approval prior to the City's release of the Final Plat.

Planned Unit Development - Final Stage

1. This approval amends the previous PUD approved for the redevelopment of 157 County Road E, 185 County Road #, 3521 Rice Street and 3500 Rustic Place with a mixed use development consisting of a 5-story building that has 134 market rate apartment units and 6,800 square feet of commercial space on the first floor. Fourteen townhouses are also planned. The approved conditions and Development Agreements remain in effect. See Planning Case File 2611-16-10.
2. Access to the expanded parking lot shall be provided via the driveway off County Road E. The proposed driveway off Rice Street shall be designed for emergency vehicle access only per the requirements of Ramsey County.
3. The developer shall secure a permit from the Ramsey Washington Metro Watershed District prior to commencing any grading on the property.
4. A Tree Protection and Replacement Plan shall be submitted prior to the issuance of a demolition permit for the 3521 and 3527 Rice Street properties. City requirements for the tree removal and protection plan shall be detailed in the Development Agreements. A financial contribution to the City's Forestry fund will be required in the event the tree replacement requirements cannot be accommodated on the development site.

5. The Landscape Plan shall be revised to include privacy fencing with a maximum height of 6 feet along the property lines adjacent to the single-family residential land uses. Said Plan shall be submitted to the City Planner for review and approval prior to the issuance of a building permit.
6. Lighting onsite shall comply with Section 206.030, Lighting Standards of the Development Code. A luminary plan, including exterior light fixture details and pole heights shall be submitted to the City for review and approval prior to the issuance of a building permit.
7. The applicant is required to enter into an Amendment to the Site Development Agreement and Erosion Control Agreement with the City which addresses the expansion of the parking lot. Said agreements shall be executed prior to the issuance of any permits for this project.

Discussion:

Councilmember Quigley asked who McMillan was. **Mr. Mergens** stated that the name came from a gentleman named James Puck McMillan found in history.

Mayor Martin noted that the full report with all the conditions for this project is on the City website with the agenda for this meeting.

ROLL CALL: Ayes: Quigley, Springhorn, Wickstrom, Johnson, Martin
Nays: None

ADJOURNMENT

MOTION: by Councilmember Johnson, seconded by Councilmember Springhorn to adjourn the meeting at 8:50 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE ____ DAY OF _____ 2016.

Terry Schwerm
City Manager

**MINUTES
SHOREVIEW CITY COUNCIL
BOARD OF CANVASSERS MEETING
NOVEMBER 14, 2016**

CALL TO ORDER

Pursuant to due call and notice thereof, a Special Meeting of the Shoreview City Council was called to order by Mayor Martin on November 14, 2016 at 7:00 p.m.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn, and Wickstrom.

CERTIFICATION OF ELECTION RESULTS

MOTION: by Councilmember Quigley, seconded by Councilmember Springhorn, to certify the results of the General Election held on November 8, 2016 as follows:

Mayor:

Sandy Martin	12671
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Councilmember – 2 4-year terms

Douglas Blomberg	1373
Sue Denkinger	4908
Michael S. Divine	1009
John Hakes	3422
Emy Johnson	6061
Steve Solomonson	4013

And further, to certify that the elected candidates are:

<u>Mayor</u>	Sandy Martin
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<u>Councilmembers</u> (4-year term)	Sue Denkinger Emy Johnson
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ROLL CALL: AYES – 5 NAYS – 0

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adjourn the meeting at 7:05 p.m.

These minutes were approved by Council on the ____ day of _____, 2016.

Terry Schwerm
City Manager

**MINUTES
SHOREVIEW CITY COUNCIL
BOARD OF CANVASSERS MEETING
NOVEMBER 14, 2016**

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<u>Councilmembers</u> (4-year term)	Sue Denkinger Emy Johnson
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ROLL CALL: AYES – 5 NAYS – 0

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adjourn the meeting at 7:05 p.m.

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Terry Schwerm
City Manager

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SHOREVIEW CITY COUNCIL
BOARD OF CANVASSERS MEETING
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ROLL CALL: AYES – 5 NAYS – 0

ADJOURNMENT

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These minutes were approved by Council on the ____ day of _____, 2016.

Terry Schwerm
City Manager

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SHOREVIEW CITY COUNCIL
BOARD OF CANVASSERS MEETING
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ROLL CALL: AYES – 5 NAYS – 0

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These minutes were approved by Council on the ____ day of _____, 2016.

Terry Schwerm
City Manager

**MINUTES
SHOREVIEW CITY COUNCIL
BOARD OF CANVASSERS MEETING
NOVEMBER 14, 2016**

CALL TO ORDER

Pursuant to due call and notice thereof, a Special Meeting of the Shoreview City Council was called to order by Mayor Martin on November 14, 2016 at 7:00 p.m.

ROLL CALL

The following members were present: Mayor Martin; Councilmembers Johnson, Quigley, Springhorn, and Wickstrom.

CERTIFICATION OF ELECTION RESULTS

MOTION: by Councilmember Quigley, seconded by Councilmember Springhorn, to certify the results of the General Election held on November 8, 2016 as follows:

Mayor:

Sandy Martin	12671
--------------	-------

Councilmember – 2 4-year terms

Douglas Blomberg	1373
Sue Denkinger	4908
Michael S. Divine	1009
John Hakes	3422
Emy Johnson	6061
Steve Solomonson	4013

And further, to certify that the elected candidates are:

<u>Mayor</u>	Sandy Martin
--------------	--------------

<u>Councilmembers</u> (4-year term)	Sue Denkinger Emy Johnson
-------------------------------------	------------------------------

ROLL CALL: AYES – 5 NAYS – 0

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adjourn the meeting at 7:05 p.m.

These minutes were approved by Council on the ____ day of _____, 2016.

Terry Schwerm
City Manager

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ROLL CALL: AYES – 5 NAYS – 0

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<u>Mayor</u>	Sandy Martin
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<u>Councilmembers</u> (4-year term)	Sue Denkinger Emy Johnson
-------------------------------------	------------------------------

ROLL CALL: AYES – 5 NAYS – 0

ADJOURNMENT

MOTION: by Councilmember Quigley, seconded by Councilmember Johnson to adjourn the meeting at 7:05 p.m.

These minutes were approved by Council on the ____ day of _____, 2016.

Terry Schwerm
City Manager

SHOREVIEW BIKEWAYS & TRAILS COMMITTEE

Meeting Minutes

October 6, 2016

1. CALL TO ORDER

The meeting was called to order at 7:06 p.m.

2. ROLL CALL

Members Present: Craig Francisco, Ted Haaf, John Hakes, Bob Johnson, and Jay Martin

Members Absent: Craig Mullenbach, Keith Severson, Mark Stange, Bill Zerfas

Guests: Richard Tomassoni

City Staff: David Yang

3. APPROVAL OF AGENDA

The committee approved the agenda.

4. APPROVAL OF MEETING MINUTES

The minutes of the September 1, 2016 meeting was reviewed and the Committee members present wanted to note that the minutes did not clearly show their disappointment with the decision to put the proposed trail on County Road J between Grotto Street and St. Albans on hold. The Committee members would like the City to look at alternative solutions (e.g., restriping County Road J for a wider shoulder, larger trail detour signs) if the proposed trail is not feasible. The rest of the minutes were approved by the consensus of the Committee members present.

5. COMMITTEE DISCUSSION ITEMS

A. Proposed Trail (Richmond Avenue to County Road E)

DRAFT

- a. Guest Richard Tomassoni, a Shoreview resident, wanted to know the feasibility of building a trail at the end of Richmond Avenue to County Road E, located just west of Bobby Theisen Park. Mr. Tomassoni noted that the trail will be a good north-south connection for residents as oppose to the existing trail along Lexington Avenue, which crosses numerous driveways and busy intersections. Staff noted that since the proposed location of the trail is privately owned, along with no existing trail on County Road E, and railroad on the north side of the road, building it would not be feasible. B&T Committee members stated that a trail on County Road E should be pursued in the future, but improving the existing route on Lexington Avenue, including providing better and safer driveway crossings and curb ramps, should be the priority.

B. Public Works Monthly Update

- a. City staff presented highlights from the October 2016 Public Works monthly report and provided an update on current projects.

C. Other Topics

- a. Committee members requested the City look into grants available from Transportation Alternatives Program and Active Living Ramsey Communities for funding temporary and permanent solutions to inaccessible trails in Snail Lake Regional Park caused by flooding. City staff stated that they will look into it.

The meeting was adjourned at 8:04 P.M.

DRAFT

**SHOREVIEW PLANNING COMMISSION
MEETING MINUTES
October 25, 2016**

CALL TO ORDER

Chair Doan called the October 25, 2016 Shoreview Planning Commission meeting to order at 7:00 p.m.

ROLL CALL

The following Commissioners were present: Chair Doan; Commissioners McCool, Peterson, Solomonson, Thompson and Wolfe.

Commissioner Ferrington was absent.

APPROVAL OF AGENDA

Chair Doan added recognition of Senior Planner Rob Warwick's retirement under the Miscellaneous portion of the meeting.

MOTION: by Commissioner Peterson, seconded by Commissioner Solomonson to approve the October 25, 2016 Planning Commission meeting agenda as amended.

VOTE: **Ayes - 6** **Nays - 0**

APPROVAL OF MINUTES

MOTION: by Commissioner Solomonson, seconded by Commissioner Thompson to approve the September 27, 2016 Planning Commission meeting minutes as submitted.

VOTE: **Ayes - 5** **Nays - 0** **Abstain - 1 (McCool)**

Commissioner McCool abstained as he did not attend the September 27th meeting.

REPORT ON CITY COUNCIL ACTIONS

Presentation by City Planner Kathleen Castle

One item was reviewed by the City Council at the October 17, 2016 Council meeting. An appeal was heard on the Planning Commission's decision regarding the variance for Golden Valley Land Company to waive key lot requirements for lot Nos. 1-5 on the proposed Gramsie Road

residential development. The City Council upheld the Planning Commission's decision on the variance and approved the preliminary plat and rezoning.

NEW BUSINESS

SPECIAL PURPOSE FENCE

FILE NO.: 2636-16-35
APPLICANT: SARA MCGUINESS
LOCATION: 224 JANICE STREET

Presentation by City Planner Kathleen Castle

The property is located on the corner of Janice and Son Streets. The application is for a special purpose 6-foot fence around the perimeter of the property. Currently, there is a 3-foot tall fence around the perimeter. The property area is 16,944 square feet with a lot width of 96.6 feet on Janice Street and 142 feet on Soo Street. The property is zoned R1, Detached Residential.

The proposed fence would be a Special Purpose Fence because it exceeds the maximum 4-foot height for residential districts. A Special Purpose Fence may be permitted with City Council approval in any district. Side yard fences may be 6 feet if the property is adjacent to an arterial roadway, which would be Soo Street. A 6-foot fence must be set back a minimum of 10 feet with landscaping provided between the fence and right-of-way. The proposed fence would be on the property line.

The applicant states that her son has autism, developmental delay, severe cognitive delay and apraxia. He has a history of wandering away from the home. Therefore, a 6-foot chain link fence is requested to be located in the same place as the existing 3-foot fence for her son's safety. The son's Occupational Therapist has submitted a letter of need for the 6-foot fence.

Staff is requesting the fence be placed outside of the traffic visibility triangle, which would be 15 feet from the intersecting property lines along Soo Street and Janice Street. Fence placement in the front yard provides security. Staff does not believe increasing the setback would alter the aesthetic character of the fence, and there is some vegetation for screening. Existing vegetation along Soo Street makes it difficult to place the fence at the required 10-foot setback.

Ramsey County has reviewed the proposal and has no objections. One comment was received in support. Staff believes the applicant has demonstrated that the proposed fence will serve a public purpose and recommends the Planning Commission forward the application to the City Council with a recommendation for approval with the conditions outlined in the staff report.

Commissioner Solomonson asked if there is a maximum height restriction within the traffic triangle. Ms. Castle stated that the Code requires that no structure or vegetation shall be in the traffic triangle. There is no height restriction.

Mr. Stan Harpstad, 1277 Nursery Hill Lane, Arden Hills, stated that the applicant asked him to represent her, as she was unable to attend this meeting. She is willing to accept staff recommendations of approval. This is clearly a situation of special need.

Commissioner Solomonson noted the applicant indicated a 5-foot fence would be acceptable. He also asked if there is a large tree within the traffic visibility triangle. **Mr. Harpstad** responded that the applicant did get a bid for a 5-foot fence that would surround the property. There are two large oak trees. Within the triangle there is a pine tree that would be removed.

Commissioner Peterson stated that he visited the site. Although he has concern about the proximity of the fence to the street, it will not be inconsistent with other fences on other properties in the area. He supports the motion as recommended by staff.

Commissioner Solomonson stated that because of the proximity to the roadway, he would support a 5-foot fence.

Commissioner McCool stated that a condition of removal should be recorded in land records if the property is sold or the applicant's son moves out of the home. If a 5-foot fence addresses the problem, he would support it. He supports the fence for the special purpose but is concerned about setting a new standard for this neighborhood. Ms. Castle explained that the front fence and the portion adjacent to Soo Street would have to be removed because it is those portions that do not comply with Code. She added that after talking to the Occupational Therapist, staff supports a 6-foot fence because it would be better for this situation. Mrs. McGuiness' son will need care through his adult years.

MOTION: by Commissioner McCool, seconded by Commissioner Thompson to recommend the City Council approve the Special Purpose Fence Permit for Sarah McGuiness to install a 6-foot tall fence on her property at 224 Janice Street. The fence will serve as a safety barrier for her son. Approval is subject to the following conditions;

1. The approval permits a 6-tall chain link fence along the perimeter of the property at 224 Janice Street, with the exclusion of the traffic visibility triangle. The fence height exceeds the maximum 4-foot height permitted in the front yard and side yard adjacent to a street.
2. The fence shall not be placed within the traffic visibility triangle which extends 15 feet from the intersecting street right-of-way lines for Janice Street and Soo Street.
3. The fence serves a special purpose which is to provide personal safety and security for the applicant's son. Upon sale of the property or vacation of the property by the applicant and/or her son, the fence shall be brought into compliance with the City's Development Code. The applicant shall notify the City a minimum of 30-days prior to said sale or vacation of the property.
4. The fence shall be maintained in accordance with the standards of the Development Code.

5. The fence shall be constructed in accordance with the submitted plans. The fence material is restricted to chain link (open mesh). No portion of the structure can be constructed with wood or include privacy screening slats.
6. The applicant shall obtain a building permit for the structure.
7. A copy of the Special Fence Permit or a Memorandum memorializing the conditions of a Special Fence Permit as approved by Staff shall be recorded at Ramsey County.

This approval is based on the following findings:

1. The proposed fence is consistent with the purpose and intent of a Special Purpose Fence.
2. Fences are permitted in the R1, Detached Residential Zoning District.

VOTE: AYES: 6 NAYES: 0

VARIANCE

FILE NO.: 2638-16-37
APPLICANT: WILLET REMODELING/BRISCH
LOCATION: 3275 OWASSO HEIGHTS ROAD

Presentation by Senior Planner Rob Warwick

At the June 28th and July 26th Planning Commission meetings, the application from Jayme Brisch and Willet Remodeling were considered for improvements to the existing one-story house. The residential design review and variance applications were approved for a 624-foot second story with a 5-foot side setback and a 554 square foot addition onto the rear with a 10-foot side setback.

A building permit was issued for the project on August 10, 2016, and the single story rear addition foundation was installed and framing begun. On September 30, 2016, staff issued a Stop Work Order because the house had been demolished with roof, walls and part of the floor removed. Reconstruction is defined as removal of three or more of the six structural components: roof, floor, and four walls. The July variance approved a second story addition to the existing non-conforming dwelling. Currently, a new, two-story house is proposed with a 5-foot side setback, which is less than the required 10 feet. The variance requested is to reduce the north side setback to 5 feet for the new house using the old foundation. The side setback of the foundation on the south side is approximately 20 feet.

The property is a non-riparian lot on the west side of Owasso Heights Road but in the shore land district of Lake Owasso. The property is substandard for the R1 Residential District with lot area of 8,401 square feet, less than the 10,000 square feet minimum. The lot width is 50 feet, less than the 75 feet minimum.

The property is developed with a foundation area of 815 square feet and a small detached garage of 249 square feet. The proposed house will have 1344 square feet of main floor living area, and

a total living area of approximately 2000 square feet. The project complies with City standards with the exception of the north side setback.

The applicant identifies practical difficulty as the location of the foundation on the property and structural problems found after construction began. The house design previously reviewed has not changed, and those findings remain valid. It is requested that economic considerations be taken into account. Photos show hinged frame walls that would be inadequate to hold a second story.

Staff agrees that relocation of the foundation and footings to comply with a 10-foot setback results in increased land disturbance and construction impacts. Staff finds that a two-story dwelling is a reasonable use of the property. The previous home was a legal non-conforming structure. Non-conforming houses that do not comply with 10-foot side setbacks are a common feature in the neighborhood. Granting the variance will not alter the character of the neighborhood.

The issue is that the unique circumstance of a legal non-conforming structure was lost when the structure was removed by action of the applicant. Therefore, staff cannot affirm unique circumstances. There must be affirmative findings for all three criteria for a variance in order to grant the variance. There has been time and opportunity to expose the structural issues, but no report was received by the City from a structural engineer. No notice was given to the City and no inspection was requested prior to demolition. Staff is unable to recommend approval.

Property owners within 150 feet were notified of the revised request. One comment was received in support and three comments were received expressing concerns with the impact of the 5-foot north side setback.

Staff recommends denial of the variance with the condition that Resolution 16-60, adopted at the July 26th meeting, be rescinded. There would be a 5-day appeal period.

Commissioner McCool asked if, in fact, the hinged wall is inadequate for a second story. Mr. Warwick responded that staff was not given an opportunity to inspect the structure. One solution for a hinged wall would be to apply a layer of plywood to enhance the structural capacity of the wall. Whether that would have been an adequate solution is not known.

Commissioner Solomonson asked the City Attorney on the legal status of the foundation. City Attorney Beck responded that given how Code is written, four of six structural components were removed.

Mr. William Forbes, Attorney for Jayme Brisch, Applicant and Willet Construction. He introduced Wayne Ricks from Willet Construction. He stated that the end result is the same as the variance approved and look of the house.

Mr. Wayne Ricks, Willet Construction, stated that he did demolish the house. He was requested to reuse the dry wall and frame of the house. However, he found all hinged walls that are structurally sound. There is 2 foot on center studs that is not sound. Code requires 16 inches on

center. He cannot be liable for putting thousands of pounds of second story on such a wall. All of these issues were hidden. He further stated that he has 27 years of carpentry. He has built homes, supervised construction crews, and reconstruction. He has never found a house that was hinged on all four walls. The outside stucco was holding the house together. Applying plywood would create a vapor barrier, in his opinion, that would eventually cause mold.

Chair Doan asked if a structural engineer was consulted for options and whether the county engineer or city engineer was consulted before demolition. Mr. Forbes stated that there was no consultation. It was an honest mistake, but the contractor felt in all honesty a second story could not be put on the home. The procedure could have been different but reconstruction of the walls on the same foundation will result in the same outcome as the original variance approved.

Commissioner Solomonson asked the condition of the existing foundation. Mr. Ricks stated that 90% of the foundation is sound. One small portion has to be removed. The rear addition has been framed, but no work has been done since receiving the City's Stop Work Order. **Mr. Forbes** stated that to move the foundation to the 10-foot setback would range in cost from \$40,000 to \$60,000. Although this process is out of order, there is no intent to circumvent the City.

Commissioner Solomonson asked if the rear addition would have to be changed if the foundation were moved to the 10-foot setback. Mr. Ricks answered, no.

Commissioner McCool questioned that moving the foundation to be in compliance would be \$40,000 to \$60,000. It was his understanding that cost included demolition which has now occurred. **Mr. Forbes** stated that he cannot specifically itemize the \$40,000 to \$60,000 cost, but the cost is significant for the applicant.

Chair Doan opened the discussion to public comment.

Ms. Sue Kramer, 3279 Owasso Heights Road, showed photographs of the proximity of the applicant's house to her house with the 5-foot setback. There are no other houses on the block that are as close. They are evenly spaced. The proximity of the applicant's house does change the character of the neighborhood. She requested the 10-foot setback and she and her husband would agree to the pitch of the roof flipped back as originally presented. They are concerned about drainage and snow. After even a mild rain, their sump pump is on.

Kelly and Michael Lydon, 3262 Owasso Heights Road, stated that they oppose the variance request. They agree with the City that unique circumstances criterion is not met. It is also not reasonable to build a home at a 5-foot setback. At the July Planning Commission meeting, Commissioners required the addition to the rear of the house be moved to comply with the 10-foot setback requirement. They also live on a substandard lot. The house to the south is 17 feet from their house. Living on a substandard lot affects everything. Putting a ladder up means thinking about how it affects the neighbors. If neighbors decide to sit on the deck at 2:00 a.m., the conversation can sound like it is in your own house. There have to be adjustments when there are 17 feet between houses. It will be more so at an even closer distance.

Mr. Lydon agreed that there are other non-conforming houses in the neighborhood, but the applicant's house is unique in its proximity to the property line. The tightest distance between houses is between 3287 and 3285 at between 15 and 16 feet. The distance between 3285 and 3281 is 23 feet. The distance between 3281 and 3279 is 18 feet. The distance between 3279 and the applicant's property at 3275 is 10 to 12 feet. This is not the essential character of the neighborhood. The house needs to be carefully planned to get maximum return from the investment, and the impact to the neighbor needs to be considered. He would propose the applicant provide a quote on cost for the north wall of the house to be moved.

Mr. Jeff Bud, 3270 Owasso Heights Road, stated that the applicant is a young person starting out and works for Ramsey County. This additional expense is a real challenge for her. If the variance is granted, the same plan will be built as was approved in July.

Commissioner Solomonson asked if the variance previously approved is still in force. City Attorney Beck stated that the resolution language is to approve a variance to build a second story on the existing structure. With no existing structure, the variance is a moot point and void.

Commissioner Peterson asked if a new design review would be needed if the variance is denied and if the roof peak is flipped. Mr. Warwick stated that the house design remains the same. There would be less concern about the house wall at the required setback of 10 feet. If the Commission agrees, staff could administratively decide the residential design review with the 10-foot setback. He would expect that the house design would show the roof peak on the south side as approved by the Planning Commission. Should the Commission vote to approve the variance and the house design can be reviewed administratively, there should be a separate condition to that effect in the motion.

Commissioner Solomonson state that there is nothing in the Code about distance separation from houses, but because the house is now being reconstructed, he would like to see a 10-foot setback and deny the variance.

Commissioner McCool stated that he voted no on the first application. He does not believe modifications to the foundation to comply with the 10-foot setback will be \$40,000 to \$60,000. It is harder now to allow a 5-foot setback that makes the neighbor the loser.

Commissioner Peterson stated he agrees there was no intentional circumvention. The application cannot be based on economic circumstances. He agreed with the earlier comment that the Commission did require the new addition to be at a 10-foot setback. He would deny the variance but would like staff to be able to do the residential design review and not bring it back before the Commission.

Commissioner Solomonson asked if such a condition is appropriate in a motion to deny. City Attorney Beck stated he would not recommend a residential design review condition. If the Commission denies the variance, it is difficult to know what steps the applicant will take to move forward.

Commissioner Peterson stated that it will make considerable difference with a 10-foot setback and he would let staff administratively review the design and angle and pitch of the roof without having to come back to the Planning Commission.

Commissioner McCool suggested that instead of the motion rescinding Resolution 16-60 in total, only rescind the variance for the 5-foot setback. The residential design review is approved, and the applicant is entitled to make non-substantial revisions. Ms. Castle stated that variances are approved by resolution. The residential design review approval is not a resolution. She would hesitate to administratively review a residential design review if it is significantly different, which would include a shift in the roof pitch.

Chair Doan stated that as with every other proposal, staff should review it and decide whether action is needed from the Planning Commission. It is a tough position for the Commission and staff to know whether further review is needed by the Planning Commission without knowing what will be proposed.

Commissioner Solomonson stated he would support an administrative review if there are no significant changes to the residential design.

Mr. Forbes stated that the applicant will seek to move forward as expeditiously as possible if the variance is not granted. She will not seek to change the house design or flip the pitch of the roof at this point. What has been approved is what will be presented with the 10-foot setback. If the design could be approved except for the 10-foot setback that would be the applicant's preference.

Commissioner McCool stated that if the house design approved previously is moved to the conforming 10-foot setback, he agrees that the Commission does not need to see it again.

Ms. Kramer stated that the builder was originally concerned about water runoff. She and her husband agree and would like to see the roof flipped back to the original design.

Chair Doan explained that the pitch of the roof is the decision of the homeowner, and the Planning Commission did approve the roof as presented. While he understands budget constraints, he also supports denying the variance.

MOTION: by Commissioner Peterson, seconded by Commissioner Solomonson to adopt Resolution No. 16-99, denying the variance request to reduce the side setback to 5-feet for the reconstruction of the dwelling with an added second story submitted by Jayme Brisch and Willet Remodeling for the property located at 3275 Owasso Heights Road, subject to the following findings, and to rescind Resolution 16-60, approved by the Planning Commission at the July 26, 2016 meeting.

This action is based on the following finding:

1. The plight of the owner is due to their action to demolish the dwelling from the property, removing a non-conforming structure. Reconstruction of the dwelling with a second

floor addition can be performed in compliance with the required setbacks and design standards for a sub-standard lot located in the R-1 and Shoreland Overlay Districts.

Discussion:

Commissioner Solomonson suggested adding language regarding the residential design review.

Commissioner Peterson stated that the discussion that will be reflected in the minutes is clear without adding to the motion. Ms. Castle agreed that staff will take direction from the discussion.

VOTE: **Ayes - 6** **Nays - 0**

COMPREHENSIVE SIGN PLAN

FILE NO: **2635-16-34**
APPLICANT: **TOPLINE ADVERTISING/ TARGET CORPORATION**
LOCATION: **3800 LEXINGTON AVE**

Presentation by Economic Development and Planning Associate Niki Hill

This application is for a Comprehensive Sign Plan Amendment to add a “Wine and Spirits” sign on the west end wall for the new liquor store at Target. The new wall sign would be 28 square feet. The existing sign plan was approved in 2000, when the store expanded to a SuperTarget. The sign plan was amended in 2012, when the store was updated and SuperTarget was re-branded.

The amount of wall signage exceeds the maximum area permitted. Code limits area on a building wall to 5% of the total building elevation but not less than 40 square feet and no greater than 500 square feet. The west building elevation 5% signage allotment is 809 square feet. The existing sign area is 1141 square feet, which is 7%. With the proposed new sign, signage area would be 1169 square feet at 7.2%. The total signage proposed, however, is less than what existed prior to the replacement of the pharmacy sign, which was 55 square feet. The current CVS Pharmacy sign is 24 square feet. The number of wall signs would increase from four to five, which does not appear excessive due to the mass of the building and its setback from Lexington and Red Fox Road. No changes are proposed on the north elevation.

Notices were sent to area property owners. One comment was received in support of the application. Staff recommends approval with the conditions in the staff report.

Ms. Jessica Dahl, Topline Advertising, stated that the changes are minor. The liquor store will open November 1, 2016.

Commissioner Wolfe asked if this sign is comparable to other Target stores. Ms. Dahl answered that the sign is the same size as on other Target stores.

MOTION: by Commissioner Solomonson, seconded by Commissioner Wolfe to recommend the City Council approve the Comprehensive Sign Plan amendment for Topline Advertising/Target Corporation to install change one existing wall signs and add one addition wall sign the existing monument sign. The proposed signage will not appear to be out of scale for the building. The proposed wall signs are acceptable due to the mass and scale of the building and building setback from the adjacent roadways. Said approval is subject to the following:

Comprehensive Sign Plan

1. The addition of the “Wine and Spirits” wall sign on the west building elevation will be as identified in the submittal.
2. Sign permits shall be obtained before the installation of any new signage on the property.

Discussion:

Commissioner McCool recused himself from the vote on this matter.

VOTE: Ayes - 5 Nays - 0 Abstain -1 (McCool)

COMPREHANSIVE SIGN PLAN

FILE: 2639-16-38
APPLICANT: Tyme Properties LLC
LOCATION: 3999 Rice Street

Presentation by Senior Planner Rob Warwick

This application is a Comprehensive Plan Amendment to replace signs at the gas station canopy at Gramsie Square to advertise the new Minnaco Fuel Station. The identification sign is near the intersection of Gramsie Road and Hodgson Road. Minnoco decals will be installed on all three faces of the canopy. LED lighting will also be installed on the canopy. Each Minnoco decal has an area of 22.5 square feet. All the signs are uniform.

Sign Code requires that canopy signs not exceed 10% of the canopy fascia area. Illuminated canopy fascia is included in the sign area. The sign plan for the center as a whole excludes the fuel station. The fuel station market has two wall signs facing Hodgson Road and Rice Street. The three canopy signs will exceed the number of wall signs allowed by one and, therefore, is a deviation. The planned LED illumination increases the area of the signs. The east fascia is 2 square feet larger than allowed without including the illuminated area.

Staff believes that the fascia signs are reasonable due to the odd road alignment of Rice Street and Hodgson Road intersecting with Gramsie Road. Also, other fuel stations use accent lighting on their canopies, such as BP and Shell.

Notice was sent to property owners within 350 feet. No comments have been received. Staff is recommending the application be forwarded to the City Council for approval.

Commissioner Solomonson stated that there is residential use across the road in Vadnais Heights. He asked if the canopy is illuminated all hours. Mr. Warwick stated that no comments were received from residents. There is no Code regulation for hours of operation for illumination, but the intensity of the lighting cannot exceed one foot candle at the property line. The Code does provide for addressing any complaints.

Commissioner McCool asked if what is being proposed is consistent with what was approved previously. Mr. Warwick noted that staff did express concern about the size of the sign area and it was reduced to 22.5 square feet.

MOTION: by Commissioner Peterson, seconded by Commissioner Thompson to recommend the City Council prove the Comprehensive Sign Plan Amendment submitted by Tyme Properties for the Corner Mart/Minnoco fuel station at 3999 Rice Street, subject to the following conditions:

1. The signs shall comply with the plans submitted for the Comprehensive Sign Plan application. Any significant change will require review by the Planning Commission and City Council.
2. The canopy fascia may be illuminated with a green, continuous 1.5 inch LED accent light.
3. Any temporary sign shall be affixed to the principal building and shall not be attached to the free-standing sign or to the fuel island canopy. Temporary signs shall not be displayed until a sign permit is approved by the City.
4. Window signs shall not exceed 33% of the total glass area of the window or door to which the sign is affixed. No permit is required for a non-illuminated window sign.
5. The applicant shall obtain a sign permit prior to the installation of any signs on the property.

Approval is based on a finding that the Comprehensive Sign Plan is consistent with prior City approvals for this property.

VOTE: Ayes - 6 Nays - 0

PUD - CONCEPT STAGE

FILE NO.: 2637-16-36
APPLICANT: GRECO LLC & EAGLE RIDGE PARTNERS LLC
LOCATION: 1005 GRAMSIE ROAD

Presentation by City Planner Kathleen Castle

The proposal is to demolish the existing vacant industrial building to redevelop the property with multi-family residential apartments. The building is located in the Shoreview Corporate Center that has five buildings with 553,000 square feet of space. Eagle Ridge owns the property and has made improvements. A preliminary plat has been approved to better align parking needs with users. The building at 1005 has been vacant since 2007 and consists of 160,000 square feet. The building is structurally substandard and requires substantial renovation or removal.

The redevelopment proposed for 1005 Gramsie would be four new buildings of five stories each with a total of 400 market rate apartment units to be constructed in two phases. Each building would have approximately 100 apartment units. Parking would include 400 underground stalls and 200 surface parking stalls that would be shared with the Corporate Center. This means 1.5 stalls per unit, less than the City requirement of 2.5 stalls per unit. The applicant states that Shoreview is underserved with apartments, and this site is ideal. This redevelopment would help meet life-cycle housing needs and diversify housing options in Shoreview.

The underlying zoning of the Corporate Center PUD is Business Park. Residential is not permitted in Business Park districts. Staff would recommend a PUD Amendment for Mixed Use that would allow residential use. The applicant is presenting the plan as a concept plan to determine the appropriateness of the proposal, land use compatibility and to identify issues that will need to be addressed. The site consists of 7.14 acres. The proposed density is 56 units per acre. Mixed Use allows 45 units per acre. If the the entire Corporate Center were used in the density formula, density would be reduced to 11.56 units per acre.

Staff finds that this site may be appropriate for high density residential, as it is close to Lexington Avenue, I-694, employment areas and business uses. Staff requests that the developer show how the site will interact with the adjoining business park. Also, a long-term vision for the Corporate Center is needed to identify future improvements and how this land use fits.

Flexibility will be needed for building height and setbacks. The building heights of 55 to 60 feet exceed the 35-foot maximum permitted. There is a minimum 30-foot setback from all property lines, but taller buildings require greater setbacks. One characteristic is that Gramsie Road has an 80-foot right-of-way.

Traffic impacts must be addressed with the Development Stage application along with access points. Access is proposed off Chatsworth, but Gramsie has a Corporate Center driveway that will interact with this site. Lexington Avenue improvements restrict westbound Gramsie traffic to a right turn only. Traffic southbound will have to go to County Road F. The plan must address how this development will impact the intersection at County Road F.

Ramsey County reviewed the proposal and indicated that traffic in the AM and PM peak hours would be increased. Traffic would be increased at the Chatsworth/County Road F intersection. A traffic impact study will be needed to consider this proposal.

Commissioner Thompson stated that her big concern is the increase of traffic on County Road F. Ms. Castle noted the required traffic study by Ramsey County and the fact that next year County

Road F will be improved which opens the possibility for modifications to address the increase from this development.

Commissioner Thompson asked if there has been any discussion about providing restaurants on the street level of the apartment buildings. Ms. Castle stated there was early discussion about putting in restaurants, but the decision was to build only residential.

Commissioner Solomonson asked if the area of Phase 2 would become parking if Phase 2 is not built, or whether a different use from residential could be built in Phase 2. Ms. Castle responded that details of phased construction have not been discussed. She would anticipate that the entire site would be graded and seeded until construction occurs. The PUD agreement would be specific to Residential. A PUD Amendment would be needed to change the use. Parking will be 1.5 stalls per unit when Phase 1 is built.

Commissioner Peterson expressed concern about the building height and setbacks. He noted the Hilton Garden Inn nearby is 59 feet and asked the setback of the Hilton. Ms. Castle estimated 30 feet.

Chair Doan asked the parking ratio at Shoreview Hills. He also asked if Mixed Use zoning includes restaurants. Ms. Castle stated that staff is working on parking ratios and is collecting that information from all apartment complexes in the City. At this time she does not have specific information for Shoreview Hills. Mixed Use does include restaurants, but it would require a PUD Amendment.

Commissioner Solomonson asked if there has been discussion as to how the adjacent Tower property would be developed. Mr. Warwick responded that the Comprehensive Plan guides that property for Office development.

Mr. Josh Branstad, Greco Development, stated that his company is a local development property management company that focuses on urban core development, of multi-family use.

Ms. Chris Meyer, Eagle Ridge Partners, stated that Eagle Ridge purchased the property a year ago for the second time. The building at 1005 is very challenging with structural instability and soils issues and is TIF eligible. Marketing the building has been difficult because the competition is build-to-suit sites. The bottom line is that the costs generated that are TIF eligible would exceed the amount of TIF available based on the value of the building, which is estimated at \$1.8 million. The increase in value of the building renovated would be roughly \$7 million to \$9 million, which would generate \$1 million to \$3.2 million in TIF. That amount of TIF is not sufficient to address all the insufficiencies of the building. The building is functionally obsolete and likely would only attract a warehouse use. The question then is whether the Corporate Center should have a warehouse that is minimally updated or if another use would be more appropriate. In 2018, Land O'Lakes will likely move to Arden Hills. That building will be difficult to market if a nearby warehouse does not fit the vision of the Corporate Center. A low-cost use is not the direction Eagle Ridge would like to see. The building at 4000 Lexington is fully occupied. The property is for sale, but the question of prospective buyers is always about what will happen to the neighboring buildings.

Mr. Branstad described a number of projects in the Twin City area that are similar in character to this one, fitting multi-family housing into a business area. The housing planned is high end with many amenities that include: outdoor pool and entertainment deck, outdoor kitchens and grilling areas, dog run, clubhouse and cyber cafe, outdoor fireplaces, business center, lawn game court and enhanced outdoor green space.

Ms. Meyer stated that the 1005 Gramsie building is 160,000 square feet with 125,000 square feet of office space. She noted that if the building had been occupied with office/warehouse use as designed, the Lexington Avenue reconfiguration would have taken into account 600 to 700 cars through the County Road F intersection from this building. Unit occupancy planned is approximately 500 to 550, which is significantly below the number of cars with office/warehouse use. Also, residents will be leaving as other Corporate Center workers are coming in and returning when workers are leaving. There are 2,066 parking stalls currently on the Corporate Center site. Shared parking agreements will be executed among existing companies, which will allow more green space. She noted that within a 1-mile radius, 10% of the population is renting; but within a 3-mile or 5-mile radius, 25% of the population rents. This is an opportunity to provide a quality housing option for employees in companies in Shoreview and Arden Hills.

Mr. Branstad added that one parking stall per unit will be underground. Since the final plat has not been completed, property lines can be adjusted to accommodate more surface parking. The project will probably develop 8 acres, which is approximately 50 units per acre that is closer to Code requirements. This development will be a good catalyst for continued development and redevelopment at the site. As for retail and restaurant within the project, the rental costs do not justify the cost for construction. Phase 1 and Phase 2 construction would be about 200 units each with projected completion by the fall of 2022, and beginning in summer of 2017. The total project cost is estimated at \$72 million to \$77 million.

Commissioner Peterson expressed his appreciation for this type of development with this site as opposed to a storage facility. The proposal has a lot of potential. Parking has been a problem on this site and he asked how parking will impact the tenants of the other four buildings and how much of the surface parking will be shared. **Mr. Branstad** responded that one parking stall is needed per bedroom. There is a 50/50 split between one- and two-bedroom units, thus the need for 600 parking stalls. Approximately 3% to 4% of the population will not have cars. Shared parking works well because of the opposite time schedule of workers and residents.

Commissioner Peterson further noted that parking is allowed on both sides of Chatsworth, which may be a problem with the amount of traffic to the County Road F intersection. However, he is intrigued with providing a housing option for corporate companies. He asked if short-term apartments would be available to employees who are brought in for temporary assignments. **Mr. Branstad** answered that those types of housing opportunities would be available with this project.

Commissioner Solomonson stated that he is pleased to see the amount of green space. His one concern is the vision for the long-range plan of the site, how this development would fit with the other uses on the site. **Mr. Branstad** responded that more study will be done. **Ms. Meyer** added that there is a 12-foot differential from the north to south side of the site. That is helpful for underground parking access and a better buffer from other uses on the site.

Commissioner McCool stated that if the Comprehensive Plan and zoning is changed for this site, there are strong feelings in the community for more retail and restaurant offerings. His concern is how this multi-family residential would impact other nearby multi-family sites. He would like to hear more about market demand. He would not want to convert land to residential, when there is a large multi-family site although it needs upgrades. **Mr. Branstad** noted that there is a market study currently being done that will be available later in November.

Chair Doan stated that the proposal is creative. He believes it will work because of the adjacent uses. He asked how the number of 400 units was decided and whether more units could be offered. There are not many sites in the community that can handle this level of density. He would be open to higher density. He suggested further consideration about creative ways to fully utilize Mixed Use. **Mr. Branstad** stated that the number is based on the layout of the buildings and land purchase cost. The number will be between 380 to 400 units. Across from the subject site a daycare and restaurant are proposed, although not in Shoreview.. Retailers, when looking at the site, naturally want to draw close to the corner with the most traffic, not the apartment portion of the site.

Chair Doan stated that he would like to see higher density with an offering of affordable units. That would be a great tradeoff for the community. **Mr. Branstad** stated that they are not far enough along in planning to know if affordable units can be designated.

MISCELLANEOUS

Commissioners Peterson and Wolfe respectively will attend the City Council meetings on November 7, 2016 and November 21, 2016.

The next Planning Commission meeting will be November 15, 2016. There will also be a Planning Commission workshop meeting on November 15, 2016, prior to the regular meeting at 6:00 p.m.

Chair Doan recognized and congratulated Senior Planner Rob Warwick's on his retirement. A celebration for him will be November 4, 2016, from 2:30 to 4:00 p.m. in the Weddell Community Room at the Community Center. Chair Doan thanked Mr. Warwick for all his work for the Planning Commission.

Mr. Warwick expressed his appreciation for working with the Planning Commission and the high bar that is set in their work.

ADJOURNMENT

MOTION: by Commissioner McCool, seconded by Commissioner Solomonson to adjourn the meeting at 10:15 p.m.

VOTE: Ayes - 6 Nays - 0

ATTEST:

Kathleen Castle
City Planner

Memorandum

To: Mayor and City Council Members
City Manager

From: Tom Simonson
Assistant City Manager and Community Development Director

Date: November 18, 2016

Re: Monthly Report
- Administration Department
- Community Development Department

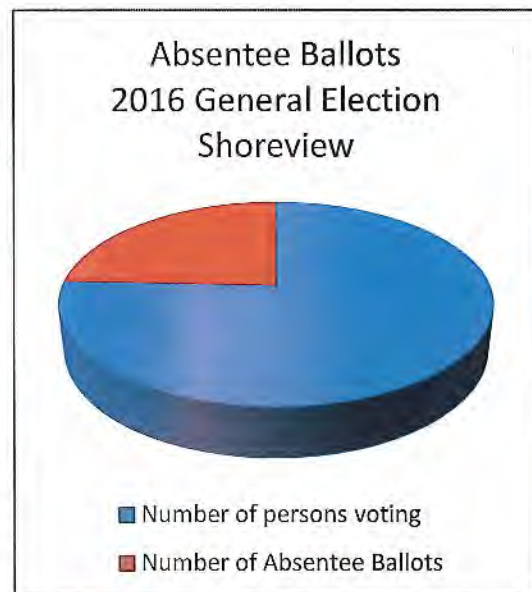
ADMINISTRATION DEPARTMENT

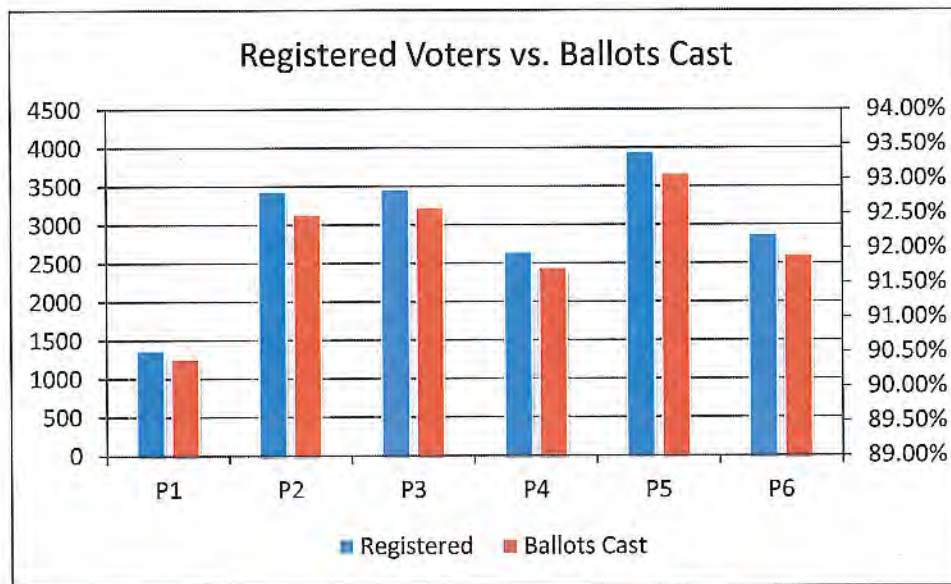
Elections

The State General Election was held on Tuesday, November 8th. Leading up to the General Election voters had the opportunity to vote in-person absentee at city hall the week prior to the election. This new process contributed to a very high number of absentee ballots being cast. Over 30% of the ballots cast in the general election were absentee ballots.

Shoreview once again saw high voter turnout. Overall, 92% of those registered to vote came out to the polls either to vote on Election Day or via absentee ballot. Shoreview Precinct 3 (City Hall) saw the highest percentage of voter turnout among the city's voting precincts at 93.3%. Precinct 5 (Shepherd of the Hills), which also happens to be the largest precinct in the city, saw the greatest number of voters – 3,671.

Overall, the General Election went very smoothly thanks to the additional help provided by several temporary employees brought in to help process absentee ballots, the assistance from a number of full-time staff from the Administration and Finance Departments especially with the very long lines of voters, and the great organization of the Deputy Clerk Amy Truhlar.





Committee Vacancies

Each year in the fall, the City Council advertises for vacancies on the various Committees and Commissions. The City Council then appoints members in January. This year, the application deadline is December 15, 2016. The following Committees/Commissions have vacancies for 2017:

- Environmental Quality Committee
- Human Rights Commission
- Planning Commission
- Public Safety Commission

The Economic Development Commission also has one vacancy but they would first like to seek out potential members from the business community, especially a representative from one of our BRE designated companies.

Applications can be filled out and submitted via the city's website here:

<http://shoreviewmn.gov/government/committees-and-commissions>

Those interested can also download the application and fill it out and return by the application deadline.

Citizens' Leadership Academy

Staff is beginning to prepare for the 2017 Citizens' Leadership Academy. This is a 6 week program designed to promote the understanding of local government and to foster future community leaders. Tentative dates are as follows:

March 15 – Week 1

March 22 – Week 2

March 29 – Week 3

April 5 – Week 4

April 12 – Week 5

April 19 – Week 6

May 1 – Graduation

Website Redesign

Staff has been working with Vision Internet on the website redesign for both the City Hall and Community Center sites. The consulting phase was just completed which consisted of planning/design surveys being conducted, user testing of the current website, heat maps and analytics being measured and discussed. In addition, a homepage layout and wireframe was approved which then leads to the Graphic Design phase. The timeline of the roll-out of the new website was pushed back slightly so it would not coincide with Park and Recreation's summer registration. The new website is now tentatively scheduled to be rolled out in early June.

Current Job Openings

Human Resources is very busy with a number of position openings currently advertised and receiving applications, including 3 full-time positions; Associate Planner, Engineering Tech, and Utility Water/Wastewater Worker.

COMMUNITY DEVELOPMENT DEPARTMENT

Economic Development

- The Economic Development Authority (EDA) was recently updated on several potential economic development projects including an effort to attract a business prospect to the Children's Hospital property in the Rice Creek Corporate Park, and options being considered by Eagle Ridge Partners on either major renovations or full redevelopment of the 1005 Gramsie building in the Shoreview Corporate Center. Both projects could involve requests for City financial assistance.



Eagle Ridge Partners, the owners of the Shoreview Corporate Center, is working with Greco Development on a potential multi-family redevelopment of the vacant 1005 Gramsie Road property for high end market rate apartments. A concept of the proposed apartment project has been through an informal review and comment process with the EDA, Planning Commission, and City Council.

The proposal is for a multi-family redevelopment that of approximately 400 market rate apartments with high end amenities constructed in two phases. Greco believes the Shoreview area is underserved by apartments, especially in the higher end market, and the subject property is an ideal location given the proximity to major employers, retail and restaurants, freeway access, and separation from lower density residential neighborhoods.

The developer received mostly positive comments and is expected to return this winter with formal applications for consideration by the City. Shown is a preliminary drawing showing the proposed site layout for the project, which if approved, would be constructed in two phases.



- The EDC and City Council hosted the **Shoreview Business Exchange** on October 19th at the North Metro Meeting & Event Center in the Best Western Plus. The social networking event drew a good turnout of representatives from the local business community.



Mayor Sandy Martin chats with Kelley Mickus of North American Banking Company, which is opening a new office in Shoreview later this year.



Local business people gathered with City officials at the Shoreview Business Exchange held in October at the newly renovated North Metro Event Center at the Best Western Plus

- The Economic Development Commission continues to focus on the Business Retention & Expansion (BRE) Program including developing a database for tracking communications with our businesses, a goal of conducting business visits, developing a resources packet for business retention and attraction, and continuing and broadening our business outreach. City staff is currently reaching out to the businesses identified to schedule visits in the next few months.
- The November-December meetings of the EDC has been combined and moved to Tuesday, December 6th at 7:30 a.m. Council members are always welcome to attend.
- The EDC held an “On the Road” business visit to Ally Financial Services in October. Mayor Sandy Martin recently led a delegation of City representatives in welcoming Ally Financial to their new offices within the Shoreview Corporate Center. Ally had several members of their national corporate executive team travel to Minnesota to discuss their new operations in Shoreview and gave a tour of the offices.

Ally is a national financial services company primarily serving the areas of auto financing, online banking, and corporate finance businesses.

Headquartered in Detroit, Michigan, Ally has been operating in the Twin Cities for more than 20 years. The company consolidated and moved about 150 current employees from offices in Bloomington and Roseville to Shoreview. Ally projects significant growth in Shoreview with upwards of 250 additional jobs by 2017.

The City of Shoreview worked closely with officials from the Minnesota Department of Employment and Economic Development (MnDEED) and GreaterMSP, along with the property ownership group of the Shoreview Corporate Center, in securing the relocation and expansion of Ally Financial Services to Shoreview.



Mayor Sandy Martin along with members of the City Council and Economic Development Commission were given a tour of the new Ally Financial Services offices on a recent visit to welcome them to the Shoreview.



Chris Lemoult, Senior Director of Strategy and Planning for Ally discusses their new offices in Shoreview with Mayor Sandy Martin and other City officials.

- Kowalski's Market opened in the former Rainbow Foods building at 441 Highway 96 on November 10th. A ribbon cutting ceremony celebrated the opening of the new store, which also includes the operation facilities for Kowalski's (bakery, catering, distribution, and kitchen/gifts). Mayor Martin, along with many members of the City Council, EDA, EDC, and Planning Commission attended the event. The Kowalski family and executive staff are very appreciative of the support received by the City and the community.



Planning Commission

- The Planning Commission held their November meeting on November 15th. Two items were reviewed including a residential variance and a residential minor subdivision that also required a variance for lot width. Both variance applications were approved and the Minor Subdivision was recommended for approval to the City Council.

Prior to this meeting, the Planning Commission held a workshop. Items discussed included the Comprehensive Plan, Chair/Vice Chair appointments and how the Commission was working as a group. Overall Commission members felt that the group is operating well but some thought it may be worthwhile to have a team building exercise/training since there are newer members.

- The December Planning Commission meeting will be held on December 13th. A Site and Building Plan Review application has been received from St. Odilia for a building expansion.

Additional information can be found on the City's website at

<http://www.shoreviewmn.gov/departments/community-development/planning-and-zoning/current-development-projects>

- Rob Warwick, Senior Planner retired on November 4th. The City is advertising the vacancy and reclassified the position at the Associate Planner level, which is an entry-level planning position. The application period closes on November 21st.

Development Update

- North American Banking Company - 435 Highway 96: The exterior shell of the building is up and exterior building materials are being completed. Exterior site work is also underway for the parking areas and is nearly complete. The bank anticipates an opening in January, 2017.
- Owasso Beach – Building permits have been issued for three new single-family homes in the Owasso Beach subdivision located on Grand Avenue and North Owasso Boulevard.
- Wabasso Bay – One building permit has been issued for a new single family home located in the Owasso Bay subdivision located on Chandler Avenue and West Shore Court.
- Mounds View School District – Building permit application has been submitted by Mounds View School District for renovations to the original Ramsey County Library building at 4570 Victoria Street.
- Gramsie Woods – The development agreements have been executed and a grading permit issued for the single-family residential subdivision. Site work has begun.

Housing and Code Enforcement

Rental Licensing

- The following table compares the number of issued General Dwelling Unit (GDU) licenses:

Rental Licenses (GDUs)			
Year	2014	2015	2016 (to date)
Issued	554	606	585

- Inspections for the GDU units are geographically scheduled by neighborhood throughout the City. All inspections have been completed this year on the three-hundred eight (308) GDU units.
- MFU (Multiple Family Unit) inspections started on November 11th and will be completed by December 15th. There are a total of nine MFU licenses in the City that require inspection. Lake Johanna Fire Department conducts their inspections of the common areas of these buildings/complexes at the same time.
- The 2017 license renewal process has begun. Letters to current license holders were mailed out this week reminding them that their rental licenses need to be renewed for the 2017 calendar year.

Code Enforcement

There have been 15 new Code Enforcement cases in the past month. The following table summarizes the Code Enforcement activity:

Code Enforcement Cases			
	Total No. of Cases	Open Citations	Hoarding Cases*
2016	141	1	3
2015	185	3	2

** Ongoing Hoarding Cases – 6*

- The City has executed Abatement, Assessment and Compliance Agreements with 6 property owners in the City to address hoarding conditions. These agreements permit the City and Fire Department to conduct follow-up inspections to insure the homes and property are being maintained in accordance with the code standards. These follow-up inspections are being scheduled and conducted by the Housing and Code Enforcement Officer and Fire Marshal. Inspections have been completed with two property owners and one home was found to be in compliance while the other home requires some minor corrections.
- **SHINE Program** – The City selected three smaller neighborhoods throughout the City. Notices to the property owners in the selected neighborhoods were notified of SHINE in late September. Property inspections were conducted the week of October 17th. A total of 161 properties were inspected. The following table shows the results of this year's SHINE Inspections.

VIOLATION TYPE		VIOLATION TYPE	
		Totals	Totals
<u>Property Maintenance</u>		<u>Housing Maintenance</u>	
Outside Storage and/or Refuse	13	Housing Maintenance	1
Storage of Vehicles/Equipment	5		
Miscellaneous	1		

Other News and Information

- ❑ Deb Ferrington has announced she will be leaving the Planning Commission when her term expires in January, 2017. She has been a valuable member of the Planning Commission since she was appointed in 2006.
- ❑ Attached are the monthly services reports from the Housing Resource Center.
- ❑ Attached is the monthly building permit activity report from the Building Official.

CITY OF SHOREVIEW

BUILDING INSPECTOR MONTHLY REPORT

COMPARISON OF YEAR 2016 WITH 2015

	OCTOBER 2016		TO DATE		2016		OCTOBER		2015		TO DATE		2015	
	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION	PERMITS	VALUATION
DWELLINGS	1	\$500,000	11	\$4,529,000							14	\$4,271,000		
TOWNHOMES			5	\$0							0	\$0		
ADDITIONS	5	\$136,000	18	\$944,000			7	\$189,000			23	\$1,020,000		
GARAGES	3	\$110,000	162	\$538,000							5	\$97,000		
MISCELLANEOUS	151	\$1,262,443	920	\$7,430,018			85	\$796,242			954	\$6,980,916		
APARTMENTS			1	\$5,300,000							0	\$0		
OFFICES			0	\$0							0	\$0		
RETAIL			1	\$1,200,000							1	\$1,500,000		
INDUSTRIAL/WAREHOUSE			0	\$0							0	\$0		
PUBLIC BUILDINGS			2	\$10,300,000			1	\$1,000,000			2	\$1,532,000		
COMMERCIAL ADDITIONS	1	\$35,000	1	\$35,000							0	\$0		
COMMERCIAL ALTER	1	\$144,000	55	\$6,904,127			5	\$287,800			47	\$3,464,537		
TOTAL	161	\$2,187,443	1176	\$37,180,145			98	\$2,273,042			1046	\$18,865,453		

CC: CITY MANAGER
 DIR. COMMUNITY DEV
 MAYOR

HousingResource Center - NorthMetro

City of Shoreview Monthly Status Report

July 1, 2001 - October 31, 2016

	Jan-Dec '12	Jan-Dec '13	Jan-Dec '14	Jan-Dec '15	Jan '16	Feb '16	Mar '16	Apr '16	May '16	Jun '16	Jul '16	Aug '16	Sep '16	Oct '16	Nov '16	Dec '16	Yr-to-Date	TOTAL
Number of Calls	2507	152	181	166	4	13	21	9	9	17	12	12	21	13	0	0	131	3,137
MHFA Fix Up Fund/Rehab																		
Loan Applications Rec'd	45	2	3	2	0	0	0	0	0	0	1	0	0	0	1	0	2	54
Loans Closed	26	1	3	1	0	0	0	0	0	0	0	0	1	0	0	0	1	32
Shoreview Home Improvement Loan																		
Loan Applications Rec'd	13	8	1	4	0	0	1	0	0	0	0	0	0	0	0	0	1	27
Loans Closed	11	5	0	3	0	0	1	0	0	0	0	0	0	0	0	0	1	20
Ramsey County Deferred Loan																		
Loan Applications Rec'd	21	4	3	5	0	0	0	0	0	0	0	0	0	0	0	0	0	33
Loans Closed	14	3	2	3	0	0	0	1	1	0	0	0	0	0	0	0	2	24
Construction Consultation Report																		
Consultation Phone or Walk-in	770	117	114	67	5	10	11	12	7	12	11	9	11	4	0	0	92	1,160
Site Visits	547	91	80	67	4	4	13	5	5	8	7	1	11	4	0	0	62	847
Scopes & Inspections	113	4	0	1	0	1	1	0	0	1	0	0	0	0	0	0	3	121
Total SERVICES Provided	4,067	387	387	319	13	28	48	27	22	38	31	22	44	22	0	0	295	5,455

NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.

Shoreview Home Improvement Loan started 2010

TO: Terry Schwerm, City Manager

FROM: Fred Espe, Finance Director

DATE: November 16, 2016

RE: Monthly Finance Report

Preliminary Tax Levies

Ramsey County released preliminary tax levies for all taxing jurisdictions this week. The table below provides a summary of levies for jurisdictions that collect taxes in Shoreview only. The column furthest to the right shows the two year change in total levies for each jurisdiction, for the combined levies (regular levy and market valued based levies). Jurisdictions with the highest increase are at the top the table and jurisdictions with the largest decrease at the bottom of the table. As shown, levy changes range from an increase of 10.6% for the Regional Rail Authority, to a 2.4% decrease for I.S.D. #623.

Taxing Authority	Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2015	2016	2017	2015	2016	2017	One-Year	Two-Year
	Actual	Actual	Proposed	Actual	Actual	Proposed		
Regional Rail Authority	\$ 19,143,354	\$ 20,459,447	\$ 21,180,710	NA	NA	NA	3.5%	10.6%
Shoreview HRA	95,000	100,000	105,000	NA	NA	NA	5.0%	10.5%
Shoreview	10,267,918	10,667,858	11,085,632	-	-	-	3.9%	8.0%
Metro Watershed	5,203,360	5,302,590	5,545,817	NA	NA	NA	4.6%	6.6%
Ramsey County	276,538,351	284,416,350	292,507,660	-	-	-	2.8%	5.8%
I.S.D. #621	23,605,645	23,584,757	24,364,021	19,580,227	20,540,678	20,426,242	1.5%	3.7%
Met Council	12,300,980	12,086,919	12,268,788	NA	NA	NA	1.5%	-0.3%
Rice Creek Watershed	2,300,672	2,281,606	2,292,866	NA	NA	NA	0.5%	-0.3%
Mosquito Control	2,492,471	2,417,876	2,481,477	NA	NA	NA	2.6%	-0.4%
I.S.D. #623	10,319,915	12,746,258	12,651,540	15,510,390	13,127,113	12,556,195	-2.6%	-2.4%
Total Levies	\$ 362,267,666	\$ 374,063,661	\$ 384,483,511	\$ 35,090,617	\$ 33,667,791	\$ 32,982,437	2.4%	5.1%

In order to show how levies are changing in other jurisdictions throughout the County, the table provided on the next page provides levies for all taxing jurisdictions. The levies highlighted in color represent jurisdictions that levy taxes in Shoreview, and therefore are also included in the table above.

Monthly Report

Attached is the monthly report for October.

Taxing Authority	Regular Property Tax Levies			Market Value Based Levies			Percent Change in Combined Levies	
	2015	2016	2017	2015	2016	2017	One-Year	Two-Year
	Actual	Actual	Proposed	Actual	Actual	Proposed		
Ramsey County	\$ 276,538,351	\$ 284,416,350	\$ 292,507,660	\$ -	\$ -	\$ -	2.8%	5.8%
<u>City/Town</u>								
Gem Lake	\$ 254,155	\$ 295,026	\$ 494,281	\$ -	\$ -	\$ -	67.5%	94.5%
North St. Paul	3,151,712	3,504,770	4,062,870	479,847	429,838	431,398	14.2%	23.8%
Falcon Heights	1,083,850	1,173,447	1,278,231	-	-	-	8.9%	17.9%
Vadnais Heights	3,761,782	4,131,604	4,337,358	-	-	-	5.0%	15.3%
Town of White Bear	2,793,283	2,933,926	3,270,000	65,000	-	-	11.5%	14.4%
New Brighton	6,925,000	7,192,000	7,900,100	-	-	-	9.8%	14.1%
Lauderdale	624,357	676,561	708,333	-	-	-	4.7%	13.4%
North Oaks	1,301,310	1,353,360	1,470,832	-	-	-	8.7%	13.0%
St. Paul	103,636,842	105,605,943	113,990,253	-	-	-	7.9%	10.0%
Roseville	17,511,902	18,179,720	19,226,170	765,000	765,000	765,000	5.5%	9.4%
Maplewood	18,694,310	19,435,210	20,459,349	297,300	316,060	279,484	5.0%	9.2%
Arden Hills	3,359,775	3,478,775	3,641,290	-	-	-	4.7%	8.4%
Shoreview	10,267,918	10,667,858	11,085,632	-	-	-	3.9%	8.0%
St. Anthony	1,771,736	1,769,977	1,893,771	-	-	-	7.0%	6.9%
White Bear Lake	4,750,089	4,829,341	5,076,851	-	-	-	5.1%	6.9%
Little Canada	2,878,351	2,946,430	3,049,698	-	-	-	3.5%	6.0%
Mounds View	4,163,310	4,199,813	4,398,202	187,000	194,000	205,000	4.8%	5.8%
Subtotal	\$ 186,929,682	\$ 192,373,761	\$ 206,343,221	\$ 1,794,147	\$ 1,704,898	\$ 1,680,882	7.2%	10.2%
<u>Schools</u>								
I.S.D. #282	\$ 1,145,044	\$ 1,309,468	\$ 1,438,214	\$ 1,486,188	\$ 1,467,869	\$ 1,518,224	6.4%	12.4%
I.S.D. #625	102,758,380	105,508,330	110,375,048	33,648,734	35,700,301	37,858,620	5.0%	8.7%
I.S.D. #621	23,605,645	23,584,757	24,364,021	19,580,227	20,540,678	20,426,242	1.5%	3.7%
I.S.D. #624	14,375,481	14,922,597	14,460,400	13,538,519	13,502,103	13,929,091	-0.1%	1.7%
I.S.D. #622	15,675,949	15,607,223	16,201,122	6,254,362	6,059,806	5,951,033	2.2%	1.0%
I.S.D. #623	10,319,915	12,746,258	12,651,540	15,510,390	13,127,113	12,556,195	-2.6%	-2.4%
Subtotal	\$ 167,880,414	\$ 173,678,633	\$ 179,490,345	\$ 90,018,420	\$ 90,397,870	\$ 92,239,405	2.9%	5.4%
<u>Special Taxing Districts</u>								
Mounds View HRA	\$ -	\$ -	\$ 100,000	NA	NA	NA	100.0%	100.0%
Capitol Region Watershed	3,404,248	4,267,771	4,915,672	NA	NA	NA	15.2%	44.4%
Valley Branch Watershed	16,767	17,506	20,110	NA	NA	NA	14.9%	19.9%
North St Paul HRA	244,937	252,388	284,747	NA	NA	NA	12.8%	16.3%
St. Paul Port Authority	2,795,400	3,258,300	3,218,100	NA	NA	NA	-1.2%	15.1%
St. Anthony HRA	41,554	41,884	47,390	NA	NA	NA	13.1%	14.0%
Regional Rail Authority	19,143,354	20,459,447	21,180,710	NA	NA	NA	3.5%	10.6%
Shoreview HRA	95,000	100,000	105,000	NA	NA	NA	5.0%	10.5%
St. Paul HRA	3,278,148	3,278,148	3,546,597	NA	NA	NA	8.2%	8.2%
Metro Watershed	5,203,360	5,302,590	5,545,817	NA	NA	NA	4.6%	6.6%
Middle Miss. Watershed	30,274	28,729	32,088	NA	NA	NA	11.7%	6.0%
Lake Diane Sewer	3,750	3,750	3,750	NA	NA	NA	0.0%	0.0%
Bicentennial Pond	2,100	2,100	2,100	NA	NA	NA	0.0%	0.0%
Met Council	12,300,980	12,086,919	12,268,788	NA	NA	NA	1.5%	-0.3%
Rice Creek Watershed	2,300,672	2,281,606	2,292,866	NA	NA	NA	0.5%	-0.3%
Mosquito Control	2,492,471	2,417,876	2,481,477	NA	NA	NA	2.6%	-0.4%
North Suburban Hospital	178,268	184,736	-	NA	NA	NA	-100.0%	-100.0%
Roseville HRA	703,579	-	-	NA	NA	NA	0.0%	-100.0%
Subtotal	\$ 52,234,862	\$ 53,983,750	\$ 56,045,212				3.8%	7.3%
Total Levies	\$ 683,583,309	\$ 704,452,494	\$ 734,386,438	\$ 91,812,567	\$ 92,102,768	\$ 93,920,287	4.0%	6.8%

General Fund
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	7,321,858	3,776,852	3,545,006	51.58	52.19
Licenses & Permits	354,000	563,797	-209,797	159.26	120.97
Intergovernmental	480,622	257,763	222,859	53.63	54.87
Charges for Services	1,224,520	1,224,122	398	99.97	85.26
Fines & Forfeits	42,500	25,539	16,961	60.09	59.10
Interest Earnings	50,000		50,000		
Miscellaneous	25,450	22,995	2,455	90.35	89.04
TOTAL REVENUES	9,498,950	5,871,068	3,627,882	61.81	59.30
EXPENDITURES					
General Government					
Administration	575,203	456,625	118,578	79.39	81.03
Communications	235,448	159,676	75,772	67.82	79.94
Council & commiss	156,597	125,173	31,424	79.93	86.80
Elections	39,574	18,056	21,518	45.63	37.35
Finance/accounting	571,295	466,780	104,515	81.71	80.30
Human Resources	295,128	214,964	80,164	72.84	71.95
Information systems	348,684	314,663	34,021	90.24	82.82
Legal	132,000	68,260	63,740	51.71	68.00
Total General Government	2,353,929	1,824,199	529,730	77.50	79.43
Public Safety					
Fire	1,474,420	1,260,369	214,051	85.48	83.87
Police	2,096,500	1,726,713	369,787	82.36	80.81
Total Public Safety	3,570,920	2,987,082	583,838	83.65	82.02
Public Works					
Forestry/nursery	122,311	107,114	15,197	87.58	62.37
Pub Works Adm/Engin	434,492	348,543	85,949	80.22	73.06
Streets	871,799	681,671	190,128	78.19	82.47
Trail mgmt	131,148	106,907	24,241	81.52	72.79
Total Public Works	1,559,750	1,244,234	315,516	79.77	77.36
Parks and Recreation					
Municipal buildings	117,633	110,769	6,864	94.16	96.49
Park Maintenance	1,276,575	1,082,459	194,116	84.79	86.61
Park/Recreation Adm	387,297	299,234	88,063	77.26	87.13
Total Parks and Recreation	1,781,505	1,492,462	289,043	83.78	87.46
Community Develop					
Building Inspection	161,368	146,132	15,236	90.56	83.96
Planning/zoning adm	484,478	395,781	88,697	81.69	81.62
Total Community Develop	645,846	541,913	103,933	83.91	82.26

Recycling
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD This Yr Last Yr	
REVENUES					
Intergovernmental	75,469	72,188	3,281	95.65	116.43
Charges for Services	536,500	291,454	245,046	54.33	51.59
TOTAL REVENUES	611,969	363,642	248,327	59.42	58.71
EXPENDITURES					
Public Works					
Recycling	566,151	409,880	156,271	72.40	74.39
Total Public Works	566,151	409,880	156,271	72.40	74.39
TOTAL EXPENDITURES	566,151	409,880	156,271	72.40	74.39
Net change in fund equity	45,818	-46,238	92,056		
Fund equity, beginning		352,762			
Fund equity, ending		306,524			
Less invested in capital assets					
Net available fund equity		306,524			

Community Center
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	2,468,215	1,936,357	531,858	78.45	79.88
Interest Earnings	5,000		5,000		
Miscellaneous	12,500	2,660	9,840	21.28	8.00
TOTAL REVENUES	2,485,715	1,939,017	546,698	78.01	79.36
EXPENDITURES					
Parks and Recreation					
Community center	2,733,905	2,235,553	498,352	81.77	79.72
Total Parks and Recreation	2,733,905	2,235,553	498,352	81.77	79.72
TOTAL EXPENDITURES	2,733,905	2,235,553	498,352	81.77	79.72
OTHER					
Transfers In	384,000	320,000	64,000	83.33	83.33
TOTAL OTHER	384,000	320,000	64,000	83.33	83.33
Net change in fund equity	135,810	23,464	112,346		
Fund equity, beginning		1,306,938			
Fund equity, ending		1,330,402			
Less invested in capital assets					
Net available fund equity		1,330,402			

Cable Television
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	435,000	198,724	236,276	45.68	121.24
Interest Earnings	1,700		1,700		
Miscellaneous	1,200	1,000	200	83.33	1,921.7
TOTAL REVENUES	437,900	199,724	238,176	45.61	127.33
EXPENDITURES					
General Government					
Cable television	120,183	123,269	-3,086	102.57	56.54
Total General Government	120,183	123,269	-3,086	102.57	56.54
Capital Outlay					
Cable television	100,000	26,514	73,486	26.51	250.79
Total Capital Outlay	100,000	26,514	73,486	26.51	250.79
TOTAL EXPENDITURES	220,183	149,783	70,400	68.03	81.71
OTHER					
Transfers Out	-200,000	-166,667	-33,333	83.33	83.33
TOTAL OTHER	-200,000	-166,667	-33,333	83.33	83.33
Net change in fund equity	17,717	-116,726	134,443		
Fund equity, beginning		468,181			
Fund equity, ending		351,455			
Less invested in capital assets					
Net available fund equity		351,455			

HRA Programs of EDA
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Property Taxes	100,000	51,403	48,597	51.40	51.92
TOTAL REVENUES	100,000	51,403	48,597	51.40	51.92
EXPENDITURES					
Community Develop					
Housing Programs-HRA	92,907	70,109	22,798	75.46	77.27
Total Community Develop	92,907	70,109	22,798	75.46	77.27
TOTAL EXPENDITURES	92,907	70,109	22,798	75.46	77.27
Net change in fund equity	7,093	-18,706	25,799		
Fund equity, beginning		103,180			
Fund equity, ending		84,474			
Less invested in capital assets					
Net available fund equity		84,474			

Slice SV Event
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Charges for Services	27,000	29,350	-2,350	108.70	103.91
Miscellaneous	32,000	32,677	-677	102.11	93.51
TOTAL REVENUES	59,000	62,027	-3,027	105.13	98.22
EXPENDITURES					
General Government					
Slice of Shoreview	67,900	70,834	-2,934	104.32	100.13
Total General Government	67,900	70,834	-2,934	104.32	100.13
TOTAL EXPENDITURES	67,900	70,834	-2,934	104.32	100.13
OTHER					
Transfers In	10,000	10,000		100.00	100.00
TOTAL OTHER	10,000	10,000		100.00	100.00
Net change in fund equity	1,100	1,193	-93		
Fund equity, beginning		81,406			
Fund equity, ending		82,599			
Less invested in capital assets					
Net available fund equity		82,599			

Sewer Fund
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		2,707	-2,707		
Charges for Services	1,500	1,069	431	71.24	72.07
Utility Charges	4,051,000	3,279,656	771,344	80.96	81.74
Late fees		55,443	-55,443		
Facility/area chgs	4,000	10,549	-6,549	263.73	172.01
Other prop charges	2,500		2,500		
Interest Earnings	27,000		27,000		.10
TOTAL REVENUES	4,086,000	3,349,423	736,577	81.97	82.70
EXPENDITURES					
Proprietary					
Sewer Operations	3,359,142	2,997,432	361,710	89.23	87.16
Total Proprietary	3,359,142	2,997,432	361,710	89.23	87.16
TOTAL EXPENDITURES	3,359,142	2,997,432	361,710	89.23	87.16
OTHER					
Contributed Assets		4,500	-4,500		
Depreciation	-354,000	-295,000	-59,000	83.33	83.33
Transfers Out	-183,000	-183,000		100.00	100.00
GO Revenue Bonds	-78,764	-88,138	9,374	111.90	140.68
TOTAL OTHER	-615,764	-561,638	-54,126	91.21	91.58
Net change in fund equity	111,094	-209,647	320,741		
Fund equity, beginning		7,844,543			
Fund equity, ending		7,634,896			
Less invested in capital assets		4,725,848			
Net available fund equity		2,909,048			

Street Light Utility
For Year 2016 Through The Month Of October

	Budget	Actual	Variance	Percent YTD	
				This Yr	Last Yr
REVENUES					
Special Assessments		304	-304		
Utility Charges	551,000	452,574	98,426	82.14	82.82
Late fees		7,495	-7,495		
Interest Earnings	2,500		2,500		
TOTAL REVENUES	553,500	460,373	93,127	83.17	83.84
EXPENDITURES					
Proprietary					
Street lighting	279,118	184,844	94,274	66.22	72.28
Total Proprietary	279,118	184,844	94,274	66.22	72.28
Capital Outlay					
Street lighting		118,481	-118,481		
Total Capital Outlay		118,481	-118,481		
Capital Outlay					
Capital Projects		4,202	-4,202		
Total Capital Outlay		4,202	-4,202		
TOTAL EXPENDITURES	279,118	307,527	-28,409	110.18	128.74
OTHER					
Depreciation	-69,000	-57,500	-11,500	83.33	83.33
Transfers Out	-25,400	-25,400		100.00	100.00
TOTAL OTHER	-94,400	-82,900	-11,500	87.82	87.56
Net change in fund equity	179,982	69,945	110,037		
Fund equity, beginning		1,598,216			
Fund equity, ending		1,668,161			
Less invested in capital assets		432,561			
Net available fund equity		1,235,600			

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
4M Term Series							
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1,268	PMA Securities, Inc.	4T	90	05-26-16	11-22-16	2,000,000.00	.549900
Total Number Of Investments: 1						2,000,000.00	

CERTIFICATE DEPOSIT

1,154	Morgan Stanley Smith Barney LLC	CD	1,645	05-16-12	11-16-16	248,000.00	1.300000
1,216	Morgan Stanley Smith Barney LLC	CD	732	01-22-15	01-23-17	248,000.00	.850000
1,220	Morgan Stanley Smith Barney LLC	CD	731	03-13-15	03-13-17	248,000.00	.850000
1,210	Morgan Stanley Smith Barney LLC	CD	821	12-30-14	03-30-17	248,000.00	1.000000
1,211	Morgan Stanley Smith Barney LLC	CD	913	12-30-14	06-30-17	248,000.00	1.100000
1,172	Morgan Stanley Smith Barney LLC	CD	1,826	07-26-12	07-26-17	247,000.00	1.700000
1,218	Morgan Stanley Smith Barney LLC	CD	1,097	02-11-15	02-12-18	150,000.00	1.200000
1,237	Wells Fargo Brokerage Services	CD	1,280	12-08-15	02-26-18	245,000.00	1.217700
1,265	Wells Fargo Brokerage Services	CD	551	08-24-16	02-26-18	248,000.00	.800000
1,233	Wells Fargo Brokerage Services	CD	813	12-08-15	02-28-18	245,000.00	1.214700
1,266	Wells Fargo Brokerage Services	CD	551	08-29-16	02-28-18	248,000.00	.850000
1,269	Wells Fargo Brokerage Services	CD	546	08-31-16	02-28-18	248,000.00	.900000
1,234	Wells Fargo Brokerage Services	CD	819	12-08-15	03-06-18	245,000.00	1.202900
1,198	Dain Rauscher Investment Services	CD	1,826	04-11-13	04-11-18	247,000.00	1.259800
1,199	Dain Rauscher Investment Services	CD	1,826	04-24-13	04-24-18	248,000.00	1.000000
1,236	Wells Fargo Brokerage Services	CD	1,280	12-08-15	05-25-18	245,000.00	1.268100
1,241	Wells Fargo Brokerage Services	CD	915	12-09-15	06-11-18	248,000.00	1.446800
1,255	Morgan Stanley Smith Barney LLC	CD	730	06-15-16	06-15-18	190,000.00	1.050000
1,238	Wells Fargo Brokerage Services	CD	1,280	12-08-15	08-28-18	245,000.00	1.464600
1,232	Wells Fargo Brokerage Services	CD	13	12-08-15	09-21-18	245,000.00	1.626700
1,183	Dain Rauscher Investment Services	CD	2,191	09-27-12	09-27-18	249,000.00	1.308400
1,239	Wells Fargo Brokerage Services	CD	1,097	12-09-15	12-10-18	248,000.00	1.498600
1,214	Morgan Stanley Smith Barney LLC	CD	1,461	12-31-14	12-31-18	247,000.00	1.900000
1,243	Dain Rauscher Investment Services	CD	1,092	02-08-16	02-04-19	248,000.00	1.455300
1,249	Oppenheimer & Co. Inc.	CD	1,097	03-02-16	03-04-19	248,000.00	1.147900
1,235	Wells Fargo Brokerage Services	CD	1,280	12-08-15	06-10-19	249,000.00	1.647400
1,270	Dain Rauscher Investment Services	CD	1,095	09-26-16	09-26-19	248,000.00	1.400000
1,229	Dain Rauscher Investment Services	CD	1,461	10-28-15	10-28-19	247,000.00	2.000000
1,230	Dain Rauscher Investment Services	CD	1,461	10-30-15	10-30-19	153,000.00	1.400000
1,212	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-05-19	247,000.00	2.230500
1,213	Morgan Stanley Smith Barney LLC	CD	1,801	12-30-14	12-10-19	247,000.00	2.173800
1,271	Oppenheimer & Co. Inc.	CD	1,270	09-20-16	03-13-2020	247,504.00	1.307200
1,240	Wells Fargo Brokerage Services	CD	1,827	12-09-15	12-09-2020	247,000.00	2.200000
1,256	Dain Rauscher Investment Services	CD	30,83	07-25-16	07-26-2021	248,000.00	1.249300
1,260	Oppenheimer & Co. Inc.	CD	1,825	07-27-16	07-26-2021	249,000.00	1.400000
1,259	Oppenheimer & Co. Inc.	CD	1,829	07-29-16	07-29-2021	249,000.00	1.400000
1,257	Dain Rauscher Investment Services	CD	31,02	07-15-16	01-14-2022	248,000.00	1.400700

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
1,258	Dain Rauscher Investment Services	CD	2,010	07-27-16	01-27-2022	249,000.00	1.300000
1,250	Dain Rauscher Investment Services	CD	2,191	03-04-16	03-04-2022	247,000.00	1.850000
1,168	Dain Rauscher Investment Services	CD	3,652	07-25-12	07-25-2022	249,000.00	2.425000
1,262	Dain Rauscher Investment Services	CD	31,56	08-08-16	08-08-2023	245,000.00	2.149900
1,246	Morgan Stanley Smith Barney LLC	CD	31,93	02-22-16	02-22-2024	243,000.00	1.500000
Total Number Of Investments: 42						10,136,504.00	

FEDERAL HOME LN BK

1,203	Wells Fargo Brokerage Services	FH	1,734	06-19-13	03-19-18	500,000.00	.999900
1,264	Morgan Stanley Smith Barney LLC	FH	1,826	08-17-16	08-17-2021	500,000.00	1.899000
Total Number Of Investments: 2						1,000,000.00	

FEDERAL NATL MTG

1,263	Oppenheimer & Co. Inc.	FN	1,826	08-17-16	08-17-2021	499,875.00	1.549100
Total Number Of Investments: 1						499,875.00	

FED HM MORTG POOL

1,179	Wells Fargo Brokerage Services	HP	2,556	08-22-12	08-22-19	500,000.00	1.399400
1,180	Wells Fargo Bank MN, NA	HP	2,556	08-22-12	08-22-19	460,000.00	1.399400
Total Number Of Investments: 2						960,000.00	

TAX EXMPT MNCPL BOND

1,197	Dain Rauscher Investment Services	MB	4,109	04-01-13	07-01-2024	232,528.00	5.744100
1,205	Dain Rauscher Investment Services	MB	4,113	06-28-13	10-01-2024	82,242.75	5.102700
1,248	Dain Rauscher Investment Services	MB	4,720	03-01-16	02-01-2029	518,805.00	3.001700
Total Number Of Investments: 3						833,575.75	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-16

Seq#	Institution	Type	Term	Purchased	Matures	Principal	Yield
<hr/>							
TAXABLE MUNCPL BONDS							
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1,242	Oppenheimer & Co. Inc.	TM	366	12-21-15	12-21-16	403,072.00	1.620600
1,201	Dain Rauscher Investment Services	TM	1,554	04-30-13	08-01-17	452,342.50	1.546300
1,247	Dain Rauscher Investment Services	TM	797	02-24-16	05-01-18	806,336.00	1.670900
1,252	Oppenheimer & Co. Inc.	TM	763	03-29-16	05-01-18	502,590.00	1.621800
1,202	Dain Rauscher Investment Services	TM	1,919	04-30-13	08-01-18	493,511.75	1.846400
1,245	Dain Rauscher Investment Services	TM	896	02-17-16	08-01-18	256,074.80	1.419800
1,251	Wells Fargo Brokerage Services	TM	897	03-18-16	09-01-18	401,444.00	1.322500
1,190	Dain Rauscher Investment Services	TM	2,302	12-11-12	04-01-19	503,020.00	1.349700
1,222	Dain Rauscher Investment Services	TM	1,357	08-13-15	05-01-19	1,173,586.50	2.322300
1,227	Dain Rauscher Investment Services	TM	1,307	10-02-15	05-01-19	512,050.00	2.402400
1,177	Wells Fargo Brokerage Services	TM	2,579	08-09-12	09-01-19	503,340.00	1.572100
1,192	Dain Rauscher Investment Services	TM	2,544	12-27-12	12-15-19	224,901.60	2.960600
1,253	Dain Rauscher Investment Services	TM	1,329	04-25-16	12-15-19	535,829.00	1.956500
1,244	Dain Rauscher Investment Services	TM	1,536	02-16-16	05-01-2020	506,450.00	2.120100
1,191	Dain Rauscher Investment Services	TM	2,910	12-27-12	12-15-2020	235,407.30	3.392500
1,254	Dain Rauscher Investment Services	TM	1,695	04-25-16	12-15-2020	363,198.96	2.300500
1,188	Dain Rauscher Investment Services	TM	3,494	12-05-12	06-30-2022	268,192.80	3.576000
1,193	Dain Rauscher Investment Services	TM	3,640	12-27-12	12-15-2022	250,218.50	3.742800
1,261	Dain Rauscher Investment Services	TM	3,199	07-28-16	05-01-2025	500,000.00	2.148500
Total Number Of Investments: 19						8,891,565.71	

INVESTMENT SCHEDULE BY SECURITY TYPE
AS OF 10-31-16

[illegible]

TO: MAYOR, CITY COUNCIL AND CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 16, 2016

SUBJ: PUBLIC WORKS MONTHLY REPORT

WATER LEVEL CONCERNS



The Public Works Department continues to respond to numerous questions, comments and concerns for the higher than normal water levels throughout the City, especially in the Grass Lake basin and adjoining areas. Gramsie Road was recently reopened for traffic following a repair that raised the flooded section of the roadway. The temporary section of roadway is expected to function in that capacity until spring of 2017, when it is hoped that surface water elevations in the area allow the permanent repair of the roadway and trail segment that was previously approved by the City Council.

Given the intense interest in the community for information concerning high water impacts to roads, ponds, and lakes, as well as consequences from the elevated groundwater table, a recent meeting was held for agencies in the area. Hosted by Ramsey County Commissioner Huffman, representatives of Shoreview, Ramsey-Washington Metro Watershed District (RWMWD), Vadnais Lake Area WMO, and Ramsey County Parks met and discussed high water impacts as well as technical data and storm water modeling needs that will be

completed over the winter. It was agreed that RWMWD would take the lead on compiling and report information that could be used by all of the agencies. The goal is that concepts for addressing flooding in the Grass Lake Basin would be developed and evaluated over the next few months and possible suggestions for future capital projects considered.

ENVIRONMENTAL SERVICES

Wildlife Management

The Urban Bowhunters Association, in coordination with City staff will be holding bow hunts for whitetail deer at Victoria Valley Orchard (4304 Victoria St. N). Hunt activities will be conducted on private property with the permission of the landowner. Hunting will occur from November 21st through December 31st (except on November 24th, December 24th, and December 25th) before 10am and after 3pm. Area property owners have been notified by mail and the property will be signed prior to and during the hunt. This annual hunt is part of a City effort to lower the concentration of deer in the area with the goal of reducing property damage and vehicle collisions.

MAINTENANCE ACTIVITIES

Utilities maintenance crews attended a one day wastewater operators' class that was sponsored by the Suburban Utility Supervisors Association (SUSA) and held at the Community Center. They have also been attending classes/workshops/training sessions for the new water treatment plant.

Utility crews inspect and perform routine and scheduled maintenance at all the wells and lift stations, the towers and at the booster station, daily. They are adding the water treatment plant into their daily inspections and maintenance program. Each day they respond to location requests by marking the underground utilities within proposed excavation sites. They also respond to meter reads and repairs daily as well.

During the "change over" of the water treatment system utility crews flushed the water system regularly for approximately 48 hours straight. The water in the system has turned over to the newly treated water. The system should stabilize and we should start seeing more consistent chlorine residuals within the system. Crews are collecting samples regularly as the system settles into the treatment process. The change over process went relatively smooth with very few calls received compared to the size of the system.

Crews have been working on the bi-annual cleaning of all the sanitary sewer lift station. They have been jetting/cleaning and flushing sanitary sewer lines throughout the City. Utility crews also helped out with preparing, setting up and taking down voting equipment and signs.

In preparation for winter, utility crews pump down hydrants, cover hydrants along the main arteries and have mowed and trimmed around all the wells and lift stations. Street crews and the mechanics have inspected and repaired all plow equipment. They have put the summer equipment into storage for the winter and are cleaning up the salt shed and the back yard. Plow trucks have been inspected and are ready to go.

Street crews will continue sweeping streets as long as the weather allows. They are spot patching and patching around manholes and gate valves that may create plowing issues throughout the winter. Crews completed the annual retro-reflectivity survey of the "control sign" located in each zone. Street signs are repaired and replaced as necessary. Crews have repaired boardwalks along the trail system.

Street crews have been repairing and in some cases re-grading drainage easements throughout the storm water system. They continue repairing catch basins as needed. Crews cleaned up the back yard and hauled out the waste rubble that accumulates throughout the summer season. Street crews also completed some curb repairs along streets and near catch basins.

The Dept. of Corrections crew continues cleaning the Maintenance Facility twice a week. When they have not been cleaning the building, they have been working for the parks department. They were working on painting all the boards around the City's hockey rinks.

PROJECT UPDATES

Water Treatment Plant – Project 14-02 – The water treatment plant is on line and treated water is being supplied to all areas of Shoreview. During the first month or so of operation some residents may

experience some taste and odor issues as the existing water system infrastructure acclimates to the treated water. To date staff has received a small number of complaints. The Utilities staff spent the week of November 14th in training sessions for the operation of the water plant. The exterior site work is basically complete and the contractor is concentrating on finish work on the interior of the booster station and water treatment plant.

Relocation of Water Main – I694 3rd Lane – Project 15-10 – A majority of the work is complete and the Contractor is completing punch list items. It is expected a request for final payment to the Contractor will be presented to the City Council for consideration in the near future.

Bucher Lift Station – Project 15-13 – The lift station and piping are installed and the disturbed areas have been restored. The installation of the electrical service and control panel will be completed in the next few weeks. It is expected the lift station will be operational by the end of November.

Virginia/Dennison/Lilac Reconstruction – Project 16-01 – All of the work is complete and only punch list items remain.

Grand Avenue Reconstruction & Extension – Project 16-02 – Work on the permeable section of road, the final lift of asphalt, the trail connection from Grand Avenue to North Owasso Boulevard, and the restoration behind the curb is complete and only punch list items remain. The City's lighting contractor has installed the new LED street lights. The only things left are the electrical inspection and XCEL providing power for the lights.

Gramsie Road Rehabilitation – Project 16-05 – The contractor completed the work to raise the road through the flooded area and the road is now open to traffic. A change order that includes the construction items required to raise the road will be presented to the Council at the November 21st meeting. The work that was completed to raise the road is temporary. The final design for the permanent road section will be completed this winter and the construction will be completed in the spring or summer of 2017, after the water level recedes from the road and adjacent right of way. The additional costs required for the permanent road section will be determined during the final design and presented to the City Council for consideration in 2017.

Rustic/Colleen/Dawn Reconstruction – Project 17-01 – An information meeting about the proposed project was held for the residents within the project area on November 16th. The meeting provided general information on the feasibility study process, typical construction that occurs, and general assessment information. City staff is currently working on the feasibility report and associated preliminary design for the project.

REGULAR COUNCIL MEETING

November 21, 2016

t/monthly/November 2016 Monthly Report

TO: MAYOR AND COUNCILMEMBERS

**FROM: TERRY SCHWERM
CITY MANAGER**

DATE: NOVEMBER 17, 2016

SUBJECT: PARKS AND RECREATION MONTHLY REPORT

DEPARTMENT ACTIVITY

October is always a transition month for the Park and Recreation Department. Many of the fall recreation program activities are ending as our staff prepares for winter programs. In the park system, our maintenance crews typically transition from turf and field maintenance to final fall clean up and preparation for the winter skating season.

The installation of the new playground equipment at Wilson Park has been completed. Odessa II finished the site work at the park which included a concrete curb border around the playground area and new sidewalk to insure that the playground is accessible. After the site work was completed, Webber Recreation installed the new Miracle playground equipment, which includes a play area for 2-5 year olds, a 5-12 year playground, new swings as well as several other play features throughout the playground area.

The November/December ShoreViews, that includes the winter recreation programs, will be delivered to homes in the next week. Winter program registration begins on Tuesday, December 6th.

COMMUNITY CENTER

The fitness center begins to get much busier during the month of October as members start to workout indoors. Although activity in the fitness center did pick up some during the month, the unseasonably warm weather through much of October resulted in slightly fewer visits from our regular members. There was a significant increase in new member orientations completed compared to last year.

The start of the Silver and Fit program resulted in an increase of new memberships. At the end of October there were a total of 107 Silver and Fit members. Further, only 17 of these members were people that already had Shoreview Community Center memberships. The majority of the new Silver and Fit members are customers new to the facility or people that were previously members. Many of them joined other fitness centers after the Silver Sneakers Program was discontinued a few years ago. Many of our past members have been excited to see that the Community Center is now participating in Silver and Fit health insurance

reimbursement program and appreciate the opportunity to once again join the community center.

Seasonal membership sales increased 5% this year compared to last year. Membership revenue increased about 6% in October 2016 compared to last year. There were over 600 monthly memberships billed this month, including 26 new annual monthly memberships. Staff will be marketing the holiday membership special next month. This one month membership begins the day after Thanksgiving and is available for purchase until Christmas Eve. This membership attracts college students who are home for the holidays.

Many children used the Water Park and indoor playground during MEA this month. There were also a number of daytime and after-hours pool groups. The poolside party rooms continue to be well used. Preschool classes occupy these rooms during the week and birthday parties are typically hosted in the rooms all weekend.

As is the case with many pool facilities, there has been a significant decrease in the number of aquatic staff and lifeguards this year. New recruiting efforts have included an emphasis on social media job posts. Staff will also be hosting a job fair for aquatics hiring next month. The goal is to showcase the benefits of working at the community center including a free membership to the facility. Staff is also starting a new employee recruiting incentive program.

The indoor playground was well used this month. There were more than 800 playground-only admissions during the month of October, which is a 22% increase from last year. New sky wheels have replaced the hanging ropes in the indoor playground, and it has been a popular new addition with our guests.

Corporate rentals continue to increase with several new groups hosting their trainings at the Community Center. A few of these companies include the Minnesota Department of Health, Fairview, Ramsey County, Midwest Miniature Guild, Hill-Rom, U Care, and Nardini Fire. There were 5 wedding receptions, 17 meetings and 3 large parties held at the Community Center in October. Birthday party rentals in the meeting rooms and private birthday party room increased 25% in October. Rental Team members were busy booking pool parties and other events during the holiday vacations.

RECREATION PROGRAMS

The Outdoor Farmers' Market concluded on October 25th for the 2016 season. More than 250 customers participated in the frequent shopping card program this year. This program is similar to a rewards program. Each time a customer shops at the market, they get their card stamped and after 5 stamps shoppers are included in a drawing for a Farmers Market "goody" bag. More than 600 of these frequent shopping cards were distributed this season. There were nearly 40 different vendors at the Farmers' Market this year offering a wide variety of produce, jams, breads, and specialty items. There were six organizations that took advantage of the

community booth space at the market. The Ramsey County Master Gardeners' were at the market the 2nd and 4th Tuesdays of the month.

Recreation Program staff is researching additional age opportunities for the Summer Discovery Program. Staff is still exploring the option of offering a Pre-Kindergarten program for children that are 4 or 5 years old and will be entering Kindergarten. This program would be a new component of Summer Discovery, but have lower staff ratios due to the age of the participants. This new age group would be charged at a higher weekly tuition due to the smaller staff ratios required for the Pre-Kindergarten Group.

The Parks and Recreation Department continues to contract with Mayer Arts to provide Ballet Classes at the Community Center. The "Wish Upon a Ballet" class was at capacity during the fall session. Another contracted program that continues to be successful is the Tae Kwon Do courses conducted by the Sun Yi Academy. There were over 60 participants registered for classes this session.

There are seven aqua fit classes held each week with a total of 96 participants, which is a decrease of 10% since last year. Aquatics staff has been researching new aquatic opportunities in an effort to grow this program. Staff has reorganized the water exercise schedule after receiving feedback from participants. Evening classes requested a later start time that would be consistent throughout the year. Therefore, only one evening aquatic exercise class will be offered on Tuesday and Thursday evenings. This should consolidate the two current classes at a time requested by the participants. Aqua Yoga is going to be offered starting in November 2016 and Aqua Zumba will be offered in the winter session.

Two new aquatic programs will be offered during the winter programs session. Staff has created new programs for teens called Junior Lifeguard 1.0 and Swim Instructor Aid 1.0. These programs are designed for children 15 years old and will introduce them to lifeguarding and instructing swimming lesson instruction. The class will combine work experience, skill development, and teamwork and leadership skills. Staff will offer career development to those who are interested in pursuing future employment at the Tropics Waterpark. After completion of the program, participants will have the opportunity to continue their training through another new aquatic volunteer program. This new program allows participants to continue developing their skills and learn more about the responsibilities of working in an aquatic environment. The goal will be to keep these participants involved with aquatic safety and skills that will prepare them to work at the waterpark when they turn 16 years old.

The Shoreview Area Pickleball Club (SAPC) continues to increase in popularity. When the club first started in 2014, there were 159 members. During 2016, there are about 320 club members. During 2016, more than 6900 people participated in pickleball during dedicated club time at both Bobby Theisen and Commons pickleball courts. Pickleball players have now moved indoors and there are larger numbers playing at the Community Center every weekday morning and at Island Lake School on Wednesday evenings. The Shoreview Area Pickleball Club held their annual wrap-up meeting and dinner on November 5th at the Summer House.

Marketing efforts for recreation programs and events included preschool being advertised in the MN Parent guide in print as well as online. The Active Life Fair was advertised in the MN Good Age Guide. The Active Life Fair was also advertised on Facebook and Twitter.

The Halloween Spooktacular was advertised in-house, via press releases, Facebook, and Twitter. Flyers were also sent electronically by Mounds View Schools. There were nearly 140 participants that attended this event.

A Facebook event was created for the upcoming Dive-In Movie on November 18th. In 24 hours, the post reached 74,000 viewers. In four days there were nearly 175,000 viewers. Currently, over 685 guests have indicated that they will be attending this event.

PARKS MAINTENANCE

As a result of the unseasonably warm weather, the park maintenance crew has been out mowing later in the fall season. The crew spent several days installing the holiday lights at the Community Center. It is getting more difficult to install the lights on some of the trees as they get taller each year.

The crew has continued to mow all turf areas at least every other week. The crew has been picking up leaves at the Community Center and the Library the past four Fridays. They also have picked up leaves at Wilson Park. A contractor has finished updating the landscaping adjacent to the welcome sign at the BP Gas Station at Highway 96 and Hodgson Rd. They also did the landscaping around the Community Center reader board sign after it was moved. The crew has been out watering these new plants twice this past month. If it stays dry, they will have to continue to water them up to the ground freezing.

The DOC crew did some leaf clean up at Bucher Park last week. All of the irrigation systems have been winterized. Maintenance crews also helped direct an Eagle Scout Project to install decorative block retaining walls around the new park signs at McCullough and Shamrock Parks. The Eagle Scout candidate will come back in the spring to do the final landscaping of these areas to finish the project.

Now that all fall sports are complete, the fields are being readied for winter. The soccer nets have been taken down on all fields and the soccer goals at the bottom of the sliding hill at Bucher Park have been moved out of the way. The safety netting at McCullough and Sitzer Parks has been removed and put into storage. The crew continues to repair warning tracks, batters boxes, and pitchers mounds on the baseball/softball fields. The sun shades at the Bucher Park playground have been put away for the winter as have all the table umbrellas at the Community Center. The off leash dog park areas in the hockey rinks will be removed later this week along with all the tennis and pickleball nets throughout the park system.

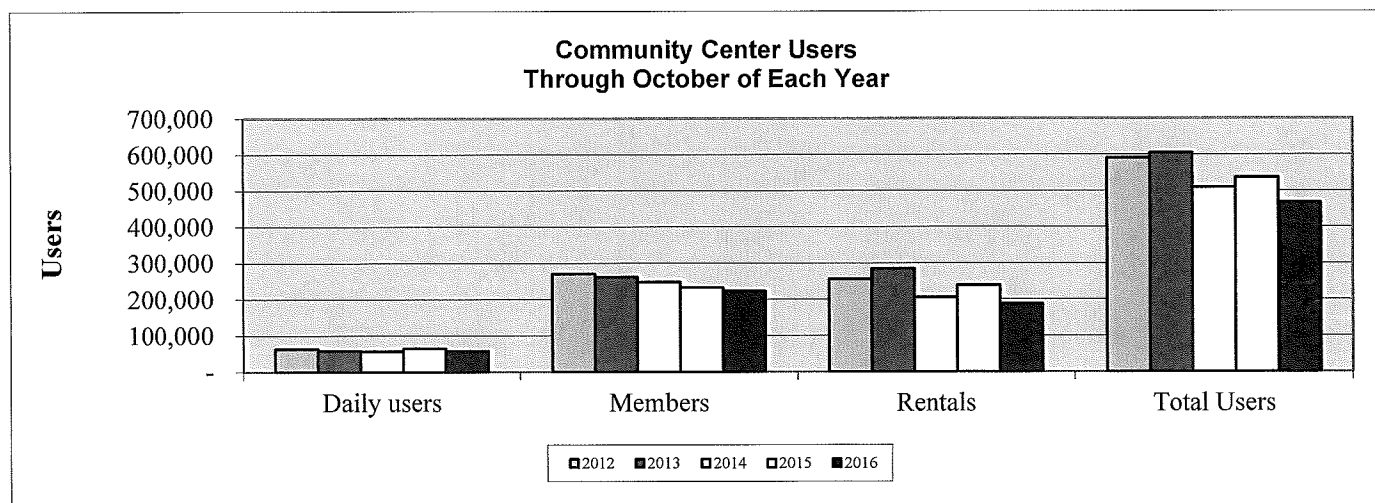
Parking lot lights were repaired at Wilson and McCullough Parks. The DOC crew has finished installing replacement boards and painting of the hockey rinks at McCullough, Shamrock, Bobby Theisen, and Wilson Parks. The crew continues to pick up trash on a daily basis at the Community Center, Library and the Parks. The trash receptacles are dumped on an as needed basis.

COMMUNITY CENTER MAINTENANCE

The Community Center/City Hall maintenance crew has been working to keep the building on its cleaning schedule. Now that they are fully staffed, the crew has gotten back to cleaning the carpeting throughout the building. They have cleaned the carpeting in the city hall lobby, Fireside lounge and Park and Recreation lobby. They have also spot cleaned carpeting in both banquet rooms and in room 206. The last three areas for the LED Lighting Retrofit Project still need to be finished. The LED lights for the banquet rooms have been ordered and the contractor is waiting for the lights to arrive. The task lighting at desks and the exterior building and parking lot lights have not been bid yet.

**Community Center Activity Year-to-date
Through October Each Year**

	2012	2013	2014	2015	2016
Number of Users:					
Daily users	63,984	58,884	56,728	64,671	57,501
Members	270,176	261,321	247,465	232,538	222,547
Rentals	255,863	284,582	205,279	239,150	187,651
Total Users	590,023	604,787	509,472	536,359	467,699
Revenue:					
Admissions	\$ 466,002	\$ 492,070	\$ 497,460	\$ 545,449	\$ 544,793
Memberships-annual	752,789	753,590	766,407	715,321	728,454
Memberships-seasonal	75,716	69,747	75,468	69,563	69,555
Room rentals	214,189	253,954	257,858	274,187	290,531
Wave Café	159,398	178,817	183,025	186,313	176,617
Commissions	12,912	11,729	12,294	12,379	8,098
Locker/vending/video	19,880	18,615	16,403	16,050	17,221
Merchandise	12,711	12,567	10,356	11,839	11,874
Other miscellaneous	216	(19)	283	1,894	2,877
Building charge	100,000	101,687	100,000	103,000	89,000
Transfers in	250,000	260,000	282,500	305,000	320,000
Total Revenue	2,063,813	2,152,757	2,202,054	2,240,995	2,259,018
Expenditures:					
Personal services	1,105,335	1,158,746	1,201,983	1,265,647	1,300,094
Supplies	343,756	377,983	422,119	399,535	386,863
Contractual	487,788	514,272	513,978	540,457	548,596
Other	5,727	-	-	-	-
Total Expenditures	1,942,606	2,051,001	2,138,080	2,205,639	2,235,554
Rev less Exp Year-to-date	\$ 121,207	\$ 101,756	\$ 63,974	\$ 35,356	\$ 23,465



**Community Center Monthly Activity
For the Year 2016**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,061	7,809	8,598	6,410	4,741	4,488	5,426	5,741	2,118	4,109	-	-	57,501
Members	28,059	25,528	24,674	23,576	20,972	20,218	20,729	20,926	17,555	20,310	-	-	222,547
Rentals	12,862	15,461	18,059	19,287	20,882	24,070	20,983	21,905	15,262	18,880	-	-	187,651
Total Users	48,982	48,798	51,331	49,273	46,595	48,776	47,138	48,572	34,935	43,299	-	-	467,699
Revenue:													
Admissions	\$ 69,854	\$ 61,365	\$ 81,059	\$ 53,235	\$ 41,509	\$ 39,528	\$ 56,494	\$ 49,350	\$ 14,422	\$ 30,874	\$ -	\$ -	497,691
Indoor playground	8,167	7,099	6,441	5,422	3,382	2,643	3,474	4,350	2,855	3,269	-	-	47,102
Memberships	128,819	95,586	80,042	68,073	61,409	73,028	65,452	69,649	71,002	84,949	-	-	798,009
Room rentals	38,084	30,681	31,954	23,564	35,873	21,429	36,467	22,400	24,403	25,675	-	-	290,531
Wave Café	22,983	24,230	24,115	18,018	16,991	13,952	14,789	15,465	9,662	16,411	-	-	176,617
Commissions	422	678	-	597	96	398	909	1,352	2,160	1,486	-	-	8,098
Locker/vending/video	6	2,133	1,831	2,091	2,059	2,558	1,900	2,376	869	1,399	-	-	17,221
Merchandise	1,051	1,472	1,434	1,393	1,170	1,052	1,727	1,431	430	715	-	-	11,874
Other miscellaneous	(66)	45	26	(14)	21	61	91	2,629	32	52	-	-	2,877
Building charge	-	-	-	-	-	89,000	-	-	-	-	-	-	89,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	-	-	320,000
Total Revenue	301,321	255,289	258,901	204,378	194,511	275,648	213,303	201,003	157,835	196,830	-	-	2,259,018
Expenditures:													
Personal services	82,429	127,211	121,967	172,786	123,576	125,454	124,341	136,528	169,283	116,518	-	-	1,300,094
Supplies	17,699	37,660	54,982	53,519	36,750	41,298	33,378	24,529	54,000	33,049	-	-	386,863
Contractual	10,385	31,222	77,851	31,268	53,288	59,081	59,625	58,508	56,605	110,763	-	-	548,596
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	110,513	196,093	254,800	257,573	213,615	225,833	217,344	219,566	279,888	260,330	-	-	2,235,554
Rev less Exp (monthly)	\$ 190,808	\$ 59,196	\$ 4,101	\$ (53,195)	\$ (19,104)	\$ 49,815	\$ (4,041)	\$ (18,563)	\$ (122,053)	\$ (63,500)	\$ -	\$ -	\$ 23,465
Rev less Exp (ytd)	\$ 190,808	\$ 250,003	\$ 254,105	\$ 200,910	\$ 181,807	\$ 231,621	\$ 227,580	\$ 209,017	\$ 86,965	\$ 23,465	\$ 23,465	\$ 23,465	

**Community Center Monthly Activity
For the Year 2015**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,140	7,693	6,827	5,768	6,952	6,477	6,963	8,188	3,831	3,832	6,026	7,216	77,913
Members	29,987	26,451	25,972	23,249	21,047	21,655	22,777	21,973	18,619	20,808	22,427	24,061	279,026
Rentals	9,409	10,595	10,055	9,993	12,980	43,404	54,139	44,304	14,652	29,619	13,598	10,822	263,570
Total Users	47,536	44,739	42,854	39,010	40,979	71,536	83,879	74,465	37,102	54,259	42,051	42,099	620,509
Revenue:													
Admissions	\$ 64,470	\$ 61,080	\$ 73,343	\$ 45,755	\$ 44,604	\$ 49,396	\$ 51,073	\$ 54,765	\$ 27,777	\$ 28,756	\$ 36,021	\$ 49,671	\$ 586,711
Indoor playground	7,111	6,914	6,776	4,086	3,336	2,950	2,931	4,353	2,614	3,359	5,447	6,324	56,201
Memberships	131,331	85,661	83,759	64,783	60,711	71,901	62,697	72,933	71,878	79,230	102,156	166,873	1,053,913
Room rentals	32,082	29,658	30,567	25,627	27,718	27,973	24,441	26,934	21,102	28,085	24,966	25,922	325,075
Wave Café	21,724	21,683	27,356	17,451	16,751	17,198	17,027	19,678	13,612	13,833	15,106	15,489	216,908
Commissions	784	-	-	-	470	655	2,085	1,711	3,625	3,049	1,661	316	14,356
Locker/vending/video	1,100	1,398	2,243	1,506	1,449	1,442	1,783	2,040	1,283	1,806	1,350	3,669	21,069
Merchandise	1,085	772	1,226	1,292	1,403	1,479	1,609	1,643	644	686	679	917	13,435
Other miscellaneous	(29)	(80)	52	1,664	27	127	31	34	36	32	1,335	11,104	14,333
Building charge	-	-	-	-	-	103,000	-	-	-	-	-	-	103,000
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	366,000
Total Revenue	290,158	237,586	255,822	192,664	186,969	306,621	194,177	214,591	173,071	189,336	219,221	310,785	2,771,001
Expenditures:													
Personal services	84,628	125,924	121,283	119,613	161,920	100,242	123,539	128,780	122,694	177,024	118,533	172,187	1,556,367
Supplies	5,189	55,673	61,501	46,924	34,621	46,299	33,811	35,548	47,596	32,373	30,528	59,768	489,831
Contractual	12,824	34,010	67,035	54,136	52,133	43,451	61,462	45,769	62,946	106,691	40,890	70,383	651,730
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	102,641	215,607	249,819	220,673	248,674	189,992	218,812	210,097	233,236	316,088	189,951	302,338	2,697,928
Rev less Exp (monthly)	\$ 187,517	\$ 21,979	\$ 6,003	\$ (28,009)	\$ (61,705)	\$ 116,629	\$ (24,635)	\$ 4,494	\$ (60,165)	\$ (126,752)	\$ 29,270	\$ 8,447	\$ 73,073
Rev less Exp (ytd)	\$ 187,517	\$ 209,496	\$ 215,499	\$ 187,490	\$ 125,785	\$ 242,414	\$ 217,779	\$ 222,273	\$ 162,108	\$ 35,356	\$ 64,626	\$ 73,073	

**Community Center Monthly Activity
For the Year 2014**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Users:													
Daily users	8,204	6,661	10,413	5,480	4,230	5,389	4,858	5,232	2,251	4,010	6,320	6,651	69,699
Members	31,509	27,103	29,692	26,463	22,454	23,645	23,864	22,155	18,845	21,735	24,257	26,013	297,735
Rentals	9,996	7,882	9,500	11,995	17,617	43,616	40,248	42,655	9,917	11,853	10,983	9,476	225,738
Total Users	49,709	41,646	49,605	43,938	44,301	72,650	68,970	70,042	31,013	37,598	41,560	42,140	593,172
Revenue:													
Admissions	\$ 58,989	\$ 49,221	\$ 88,178	\$ 40,092	\$ 31,934	\$ 51,666	\$ 47,411	\$ 44,773	\$ 15,288	\$ 25,596	\$ 41,447	\$ 46,543	\$ 541,138
Indoor playground	8,013	5,807	8,607	5,131	2,057	3,568	2,782	3,251	2,042	3,054	6,160	5,177	55,649
Memberships	139,300	83,683	101,639	73,674	68,059	71,484	68,244	73,477	74,023	88,292	108,899	168,388	1,119,162
Room rentals	26,034	20,287	32,717	29,119	27,176	25,290	21,856	19,529	28,629	27,221	20,320	29,456	307,634
Wave Café	24,419	21,030	30,955	18,308	13,815	17,321	14,982	15,534	11,784	14,877	15,617	18,391	217,033
Commissions	-	73	53	1,579	1,193	1,050	1,733	802	3,417	2,394	1,065	243	13,602
Locker/vending/video	3	2,795	2,811	1,444	1,785	1,873	1,604	1,348	1,099	1,641	1,796	3,843	22,042
Merchandise	982	1,069	1,108	1,110	937	1,536	1,468	1,094	396	656	622	713	11,691
Other miscellaneous	(42)	(95)	(43)	29	1	296	56	42	18	21	366	12,697	13,346
Building charge	-	-	-	-	-	100,000	-	-	-	-	-	13,615	113,615
Interest	-	-	-	-	-	-	-	-	-	-	-	65,924	65,924
Transfers in	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	28,250	339,000
Total Revenue	285,948	212,120	294,275	198,736	175,207	302,334	188,386	188,100	164,946	192,002	224,542	393,240	2,819,836
Expenditures:													
Personal services	80,502	113,805	109,267	111,237	164,246	116,446	112,900	123,504	111,300	158,776	113,176	160,824	1,475,983
Supplies	15,848	52,201	51,609	58,274	24,061	37,144	38,870	61,592	26,314	56,206	29,329	76,904	528,352
Contractual	8,229	39,893	48,847	45,114	28,652	81,027	33,283	79,182	73,306	76,445	49,392	107,123	670,493
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	104,579	205,899	209,723	214,625	216,959	234,617	185,053	264,278	210,920	291,427	191,897	344,851	2,674,828
Rev less Exp (monthly)	\$ 181,369	\$ 6,221	\$ 84,552	\$ (15,889)	\$ (41,752)	\$ 67,717	\$ 3,333	\$ (76,178)	\$ (45,974)	\$ (99,425)	\$ 32,645	\$ 48,389	\$ 145,008
Rev less Exp (ytd)	\$ 181,369	\$ 187,590	\$ 272,142	\$ 256,253	\$ 214,501	\$ 282,218	\$ 285,551	\$ 209,373	\$ 163,399	\$ 63,974	\$ 96,619	\$ 145,008	

Shoreview Area Pickleball Attendance

BT =Bobby Theison, M=Morning, PB=pickleball, T=tennis, E=evening

Totals

Date 11/2/2016

	2016 Attendance					2015 Attendance				
	BT-M-PB	BT-M-T	BT-E-PB	BT-E-T	Com.	BT-M-PB	BT-M-T	BT-E-PB	BT-E-T	Com.
May	679	8	307	40	168	409	12	N/A	N/A	N/A
June	847	14	313	14	274	702	16	N/A	N/A	N/A
July	681	16	252	23	337	677	28	N/A	N/A	N/A
August	754	12	306	36	355	591	28	N/A	N/A	N/A
September	631	4	201	22	251	445	7	N/A	N/A	N/A
October	250	0	105	8	195	268	2	N/A	N/A	N/A
total	3842	54	1484	143	1580	3092	93	N/A	N/A	N/A

Pickleball Yearly Totals

2016	2015
BT morning PB 3842	3092
BT evening PB 1484	no data
Commons PB 1580	no data
Total Pickleball 6906	no data
Rain/cold outs 53	no data

Tennis Yearly Totals

2016	2015
BT morning Tennis 54	93
BT evening Tennis 143	no data
Total Tennis 197	N/A

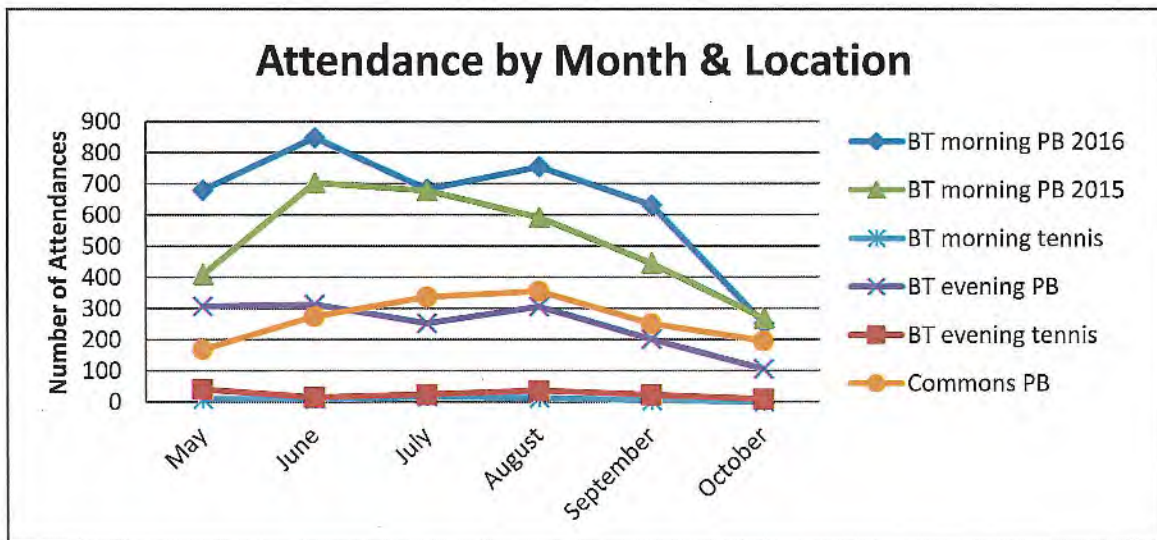
BT Morning Pickleball attendance % change 2015-2016

May	66%
June	21%
July	1%
August	28%
September	28%
October	42%

BT Morning Tennis attendance % change 2015-2016

May	-33%
June	-13%
July	-43%
August	-57%
September	-57%
October	-43%

1 morning tennis player for every	in 2016	71	morning PB players at BT courts
	in 2015	33	
1 evening tennis player per		10	evening PB players at BT courts



Club Members Per Court

Year	2014	2015	2016
Club Members	155	274	319
Number of Courts	8*	10**	14***
Club Members per Court	19	27	23

* 6 of the 8 courts opened in July 2014

** 2 of the 10 courts opened in July 2015

*** 4 of the 14 courts opened in July 2016

Additional Membership Info in 2016

2016 Men	174	55%
2016 Women	145	45%
new to Club in last 6 months	139	38%

The information in this report was collected by Shoreview Area Pickleball Club

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John Malmgren or current President of Shoreview Area Pickleball Club

651-353-6256

ShoreviewPickleball@gmail.com

MOTION SHEET

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the following payment of bills as presented by the finance department.

Date	Description		
11/10/16	Accounts payable	\$	4,359.13
11/10/16	Accounts payable	\$	132,461.48
11/16/16	Accounts payable		\$452,910.91
11/17/16	Accounts payable		\$156,465.74
11/17/16	Accounts payable		\$4,224.76
	Sub-total Accounts Payable	\$	750,422.02
10/28/16	Payroll (including direct deposits)		\$163,002.17
11/10/16	Payroll (including direct deposits)		\$176,501.38
	Sub-total Payroll	\$	339,503.55
	Total	\$	1,089,925.57

ROLL CALL:	AYES	NAYS
Johnson		
Quigley		
Wickstrom		
Springhorn		
Martin		

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
BATTIN, MACAYLA	RSV# 1394493 REFUND REFUND	220	22040				\$25.00	\$25.00
BERG, MARJORIE	CAMELOT	220	22040				\$180.00	\$180.00
BOKOVOY, RICHARD	PASS APRESS TYPE: ANNUAL MEMBERSHIPS PA	220	22040				\$38.32	\$38.32
CARLSEN, JUDY	CAMELOT	220	22040				\$95.00	\$95.00
DOFFING, CINDY	AQUATICS - LEVEL 3	220	22040				\$80.00	\$80.00
FEDERS, NICOLE	RSV# 1394500 REFUND REFUND	220	22040				\$25.00	\$25.00
GOLDFINE, DANIELA	RSV# 1394476 REFUND REFUND	220	22040				\$25.00	\$25.00
GORTON, ANNA	RSV# 1394480 REFUND REFUND	220	22040				\$25.00	\$25.00
HILL, NICOLE	ROB'S RETIREMENT	101	44100	2010			\$54.11	\$54.11
JOCHMANS, MONICA	SOCIAL MEDIA: PINTEREST AND INSTAGRAM	220	22040				\$15.00	\$15.00
MENDOZA, DAVID	RSV# 1394472 REFUND REFUND	220	22040				\$1,000.00	\$1,000.00
MOUA, CHINDA	RSV# 1394484 REFUND REFUND	220	22040				\$25.00	\$25.00
MURZYN, KRISTA	RSV# 1394477 REFUND REFUND	220	22040				\$25.00	\$25.00
NELSON, NANCY	RSV# 1394491 REFUND REFUND	220	22040				\$25.00	\$25.00
ORMAN, SARAH	RSV# 1394495 REFUND REFUND	220	22040				\$25.00	\$25.00
POLITANO, FRANKIE	RSV# 1394498 REFUND REFUND	220	22040				\$25.00	\$25.00
Q3 CONTRACTING	FINAL PMT ST LTINSTALL PROJECT 16-03	604	42600	5300			\$1,812.70	\$1,812.70
ROGALLA, BRANDI	RSV# 1394499 REFUND REFUND	220	22040				\$25.00	\$25.00
SIEVERT, MAVIS	CAMELOT	220	22040				\$90.00	\$90.00
SKINNER-MICKELSON, LINDA	PASS APREGS TYPE: ANNUAL MEMBERSHIPS PA	220	22040				\$365.00	\$365.00
STEMEN, LARISA	RSV# 1394488 REFUND REFUND	220	22040				\$25.00	\$25.00
VANG, KANG	RSV# 1394478 REFUND REFUND	220	22040				\$50.00	\$50.00
WAZWAZ, MOHAMMAD	TAE KWON DO BEGINNER	220	22040				\$209.00	\$209.00
ZIMNY, FRANK	CAMELOT	220	22040				\$95.00	\$95.00

Total of all invoices: \$4,359.13

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
GAIAM AMERICAS INC	DUMBBELLS, MED BALLS, BOSUS, RED BALLS	220	43800	2180			-\$1,641.99	-\$1,641.99
JACKSON, JEREMY	REFUND CLOSING OVRPYMT-952 CARMEL COURT	601	36190			003	-\$11.39	-\$11.39
NORTHLAND CAPITAL FINANCIAL SE	BUYOUT 5 ELLIPTICALS, 2 AMTS FROM LEASE	405	43800	5300			-\$8,665.54	-\$8,665.54
AARP C/O WILLIAM GILLIES	AARP 4HR SMART DRIVER 11.08.2016	225	43590	3174		003	\$280.00	\$280.00
ACE SOLID WASTE	DUMPSTER SERVICE CC AND PARKS	220	43800	3640			\$1,138.81	\$1,312.65
		101	43710	3950			\$173.84	
ACE SOLID WASTE	MAINT CENTER SOLID WASTE PICKUP	701	46500	3640			\$259.23	\$259.23
ANDERSON, BRIAN	REFUND CLOSING OVRPYMT-5690 BIRCH TRAIL	601	36190			003	\$14.61	\$14.61
ARDEN HILLS PARK & RECREATION	AFTER SCHOOL SPORTS INSTRUCTORS - FALL	225	43510	3190		006	\$625.50	\$625.50
AWWA	2017 RENEWAL MALONEY, CURLEY, CHMIELEWSKI	101	42050	4330			\$1,879.00	\$1,879.00
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$14.34	\$14.34
BEISSWENGERS HARDWARE	FUSES FOR HOLIDAY LIGHTS	101	43710	2240			\$6.58	
BEISSWENGERS HARDWARE	SHOP TOOLS PARKS	101	43710	2400			\$15.48	\$15.48
BMI (BROADCAST MUSIC INC.)	MUSIC LICENSING FOR COMMUNITY CENTER	220	43800	2180			\$300.20	\$300.20
BSN SPORT INC	FLAG FOOTBALL CHAIN SET TRAVEL BAG	225	43510	2170		018	\$105.29	\$105.29
COMMUNITY REINVESTMENT FUND	GMHC ADMIN FEES/OCT STMT/14@ \$6	307	44100	4890			\$84.00	\$84.00
CUB FOODS	PRESCHOOL SUPPLIES	225	43555	2170			\$183.27	\$183.27
DAVANNI'S	SHOREVIEW PICKLEBALL PARTY- FOOD ORDER	225	43510	2170		020	\$387.03	\$387.03
DELTA DENTAL	DENTAL COVERAGE: NOV 2016	101	20415				\$6,661.40	\$7,372.70
		101	20411				\$711.30	
ELECTRO-WORKS, INC	SLIDE LIGHT/SOUND SYSTEM REPAIR	220	43800	3810			\$1,174.16	\$1,174.16
GAIAM AMERICAS INC	DUMBBELLS, MED BALLS, BOSUS, RED BALLS	220	43800	2180			\$1,641.99	\$1,641.99
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 11-4-16	101	20432				\$162.50	\$162.50
GERTENS WHOLESALE	DECORATIONS FOR POTS CC	101	43710	2260			\$830.06	\$830.06
GERTENS WHOLESALE	EAB TREATMENT SUPPLIES	101	43900	2180		002	\$4,076.45	\$4,076.45
GM CONTRACTING, INC.	WELL 6 WATER MAIN CP 16-06	450	47000	5900			\$22,864.98	\$22,864.98
GREENHAVEN PRINTING	MEMBERSHIP CONTRACTS (1,000)	220	43800	3390			\$178.00	\$178.00
HAMERNICK DECORATING CENTER	TILE REPAIRS FITNESS LOCKER ROOMS	220	43800	3810		002	\$7,938.00	\$7,938.00
HAWKINS, INC.	CHLORINE, BICARB, HYDROCHLORIC ACID	220	43800	2160		001	\$558.82	\$558.82
HAWKINS, INC.	CHLORINE, HYDROXIDE, LPC-5, HYPOCHLORITE	220	43800	2160		001	\$1,266.91	\$1,266.91
JACOBS, JEREMY	REFUND CLOSING OVRPYMT-952 CARMEL COURT	601	36190			003	\$11.39	\$11.39
KARJALHTI, RICHARD	LANDSCAPE RED 3382 LEXINGTON RES 16-100	101	22020				\$202.50	\$202.50
LEAGUE OF MINNESOTA CITIES	REGIONAL MEETING - SPRINGHORN	101	40100	4500		002	\$45.00	\$45.00
MATHESON TRI-GAS INC	LEASE-HP CYL, 1 YEAR	220	43800	2160		002	\$94.00	\$94.00
METROPOLITAN COURIER CORPORATI	ARMORED CAR SERVICES: OCT 2016	101	40500	4890			\$88.25	\$353.00
		220	43800	4890			\$88.25	
		601	45050	4890			\$88.25	
		602	45550	4890			\$88.25	
MIDWAY SEWER SERVICE COMPANY	DRAIN CLEANING DURING POOL SHUTDOWN	220	43800	3810		003	\$1,410.00	
MINNESOTA DEPARTMENT OF REV -	ON ROAD DIESEL FUEL TAX: OCTOBER 2016	701	46500	2120			\$258.78	\$258.78
MINNESOTA DEPARTMENT OF REVENUE	SALES USE TAX: OCTOBER 2016	220	21810				\$10,706.00	\$13,546.00
		701	46500	2120		003	\$48.00	
		601	21810				\$2,790.00	
		220	43800	3610			\$11.56	
		220	43800	2140			\$.28	
		101	40200	2010		002	-\$9.00	
		240	44400	2180			-\$.50	
		101	40200	2010		002	-\$.34	
MINNESOTA PREMIER PUBLICATIONS	MN PARENT PLYGRD/WPARK PRINT LISTING	220	43800	2201			\$199.00	
MINNESOTA PREMIER PUBLICATIONS	MN GOOD AGE ACTIVE LIFE FAIR AD	220	43800	2201			\$644.00	\$644.00
MOUNDS VIEW PUBLIC SCHOOLS	STAFF TRAINING	220	43800	3190		007	\$41.25	\$41.25

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - FALL PICTURE NIGHT	225	43510	3190		015	\$90.00	\$90.00
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL - FLAG FOOTBALL (SAT)	225	43510	3190		015	\$480.00	\$480.00
MOUNDS VIEW PUBLIC SCHOOLS	FIELD RENTAL - FLAG FOOTBALL (M-R)	225	43510	3190		015	\$1,016.00	\$1,016.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - FALL SPORTS	225	43510	3190		015	\$54.00	\$54.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - FALL SPORTS	225	43510	3190		015	\$54.00	\$54.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - FALL SPORTS	225	43510	3190		015	\$54.00	\$54.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - FALL SPORTS	225	43510	3190		015	\$54.00	\$54.00
MOUNDS VIEW PUBLIC SCHOOLS	BUILDING SUPERVISOR - FALL SPORTS	225	43510	3190		015	\$54.00	\$54.00
MRPA	MRPA ENTERTAINMENT JAMBOREE	101	43400	4500			\$39.00	\$39.00
NCPERS MINNESOTA	PERA LIFE INSURANCE: NOV 2016	101	20413				\$192.00	\$192.00
NORTHLAND CAPITAL FINANCIAL SE	BUYOUT 5 ELLIPTICALS, 2 AMTS FROM LEASE	405	43800	5300			\$8,665.54	\$8,665.54
NORTHSTAR INSPECTION SERVICE I	INSPECTION SERVICES -KEVIN WHITE	101	44300	3190			\$552.50	\$552.50
PARTY AMERICA CORPORATE OFFICE	HALLOWEEN/NYE SUPPLIES	225	43580	2172		002	\$47.54	\$109.46
		225	43580	2172		001	\$61.92	
PHS/SHOREVIEW	SAPC - ROOM RENTAL (11/4/16 PIZZA PARTY)	225	43510	3190		020	\$20.00	\$20.00
REINDERS, INC.	HOLIDAY LIGHTS	101	43710	2240			\$2,204.80	\$2,204.80
REPUBLIC SERVICES INC #899	OCTOBER RECYCLING	210	42750	3190			\$30,376.02	\$30,376.02
RICOH USA INC.	MAINTENANCE:2352&3003 COPIES/9/23-10/22	101	40200	3850		002	\$254.05	\$254.05
SHORT ELLIOTT HENDRICKSON, INC	SHORE ANTENNA PROJECTS	601	22015				\$3,444.29	\$3,444.29
STERLING SUPPLY INC	BLACK DIAMOND TRAIL SEALCOAT AGGREGATE	405	43450	5300			\$3,376.00	\$3,376.00
SUMMIT DESIGN BUILD	RED EROS/CERT 230 OWASSO LN E RES16-100	101	22030				\$2,000.00	\$3,000.00
		101	22025				\$1,000.00	
SWALLEN, JOHN dba MINI KICKERS	FALL MINI KICKERS CLASSES	225	43510	3190		012	\$1,522.50	
TOKLE INSPECTIONS INC	INSPECTION SERVICES TOKLE INSPECTIONS	101	44300	3090			\$2,308.00	\$2,308.00
WATERSMART SOFTWARE INC	WATER CONSERVATION PROGRAM REPORTS	601	45050	2510			\$11,800.00	\$11,800.00
WW GOETSCH ASSOCIATES INC	PUMP TESTING DURING SHUTDOWN	220	43800	3810		007	\$686.00	
WW GOETSCH ASSOCIATES INC	REPLACEMENT PUMPS FOR POOL	220	43800	2240		003	\$2,037.57	\$2,037.57

Total of all invoices: \$132,461.48

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COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
MATHESON TRI-GAS INC	CO2	220	43800	2160		002	\$119.07	\$119.07
MINNESOTA CHILD SUPPORT PAYMEN	PAYDATE: 11-10-16	101	20435				\$169.81	\$169.81
MINNESOTA ENVIRONMENTAL FUND	EMPLOYEE DEDUCTIONS: 11-10-16	101	20420				\$36.00	\$36.00
MINNESOTA METRO NORTH TOURISM	SEPT 2016 HOTEL/MOTEL TAX	101	22079				\$27,310.08	\$25,944.58
		101	38420				-\$1,365.50	
MINNESOTA WASTE WATER ASSOCIAT	SEMER CLASS DAVE JACK,JAMIE LYNN MIKE	602	45550	4500		003	\$100.00	
MINTERWEISMAN CO DBA CORE-MARK	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$306.39	\$306.39
MUNICIPAL BUILDERS INC	WTP CONSTRUCTION PROJ # 14-02	454	47000	5900			\$164,332.72	\$164,332.72
NEUMAN POOL, INC.	REPLACEMENT UV SYSTEM FINAL PAYMENT	405	43800	5300			\$22,938.96	\$22,938.96
ORKIN EXTERMINATING CO INC.	PEST CONTROL CC AND CITY HALL	220	43800	3190		004	\$171.93	\$171.93
ORKIN EXTERMINATING CO INC.	PEST CONTROL LARSON HOUSE	101	40800	3190			\$83.78	\$83.78
PUBLIC EMPLOYEES RETIREMENT AS	EMPL/EMPLOYER CONTRIBUTIONS: 11-10-16	101	21740				\$30,925.05	\$30,925.05
RAMSEY COUNTY PARKS & REC.	ICE RENTAL FEES - SKATING LESSONS	225	43580	3171			\$760.00	\$760.00
REINDERS, INC.	FUSES FOR HOLIDAY LIGHTS	101	43710	2240			\$10.95	
RICOH USA, INC.	LEASE: 6502 COPIER/11-21 TO 12-20-16	101	40200	3930		002	\$1,947.00	\$1,947.00
RICOH USA, INC.	LEASE: MPC3003 C84066191 11/23-12/22/16	101	40200	3930		002	\$273.62	\$273.62
ROSEVILLE, CITY OF	MAINTENANCE OF SHARED POND	603	45850	3190		005	\$43,873.35	\$43,873.35
SHORT ELLIOTT HENDRICKSON, INC	ANNUAL BRIDGE INSPECTION - CONSULTING	101	42200	3190			\$2,042.59	\$2,042.59
SIMPLEXGRINNELL LP	FIRE EXTINGUISHER REPLACEMENTS	220	43800	3190		004	\$1,635.00	\$1,635.00
TASC	VEBA ADMINISTRATION FEE: OCT 2016	101	20416				\$360.80	\$360.80
TIVOLITOO, INC	GLASS BOTTOM BOAT-REPAIR 2	220	43800	2200		004	\$400.00	
TREASURY, DEPARTMENT OF	FEDERAL WITHHOLDING TAX: 11-10-16	101	21710				\$25,919.52	
		101	21730				\$30,882.26	\$64,211.58
		101	21735				\$7,409.80	
UNITED WAY - GREATER TWIN CITI	EMPLOYEE CONTRIBUTIONS: 11-10-16	101	20420				\$38.00	
XCEL ENERGY	MAINTENANCE CENTER: ELECTRIC/GAS	701	46500	3610			\$1,825.55	
		701	46500	2140			\$160.99	
XCEL ENERGY	BOOSTER STATION: ELECTRIC	601	45050	3610			\$255.55	
XCEL ENERGY	TRAFFIC SIGNAL SHARED W/NORTH OAKS:ELECT	101	42200	3610			\$43.80	\$43.80
XCEL ENERGY	SIREN 5595 LEXINGTON AVE: ELECTRIC	101	42050	3190			\$15.76	\$15.76

Total of all invoices: \$452,910.91

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
2ND WIND EXERCISE EQUIPMENT	8 CARDIO MACHINES FOR FITNESS CENTER	405	43800	5300			\$50,960.00	\$50,960.00
ABBOTT PAINT & CARPET	PAINT FOR HOCKEY RINKS	101	43710	2240			\$283.10	\$283.10
ALLEN, DEANNE	11/7 CITY COUNCIL, 10/25 PLANNING	101	40200	3190		001	\$200.00	
		101	44100	3190			\$150.00	
AMERICAN PLANNING ASSOCIATION	THE COMMISSIONER GROUP	101	44100	4350			\$150.00	\$150.00
AMERICAN PLANNING ASSOCIATION	2017 MEMBERSHIP FEE	101	44100	4330			\$405.00	\$405.00
BATTERIES PLUS	BATTERY FOR TOTAL STATION	578	47000	5920			\$35.95	\$35.95
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$6.36	\$6.36
BEISSWENGERS HARDWARE	REPAIR SUPPLIES PARKS	101	43710	2240			\$18.90	\$18.90
BEISSWENGERS HARDWARE	REPAIR SUPPLIES CC	220	43800	2240		001	\$14.38	\$14.38
CLASSIC CATERING/PICNIC PLEASE	VOLUNTEER DINNER CATERING	101	40100	4890		001	\$2,864.53	\$2,864.53
COMMISSIONER OF REVENUE- WH TA	WITHHOLDING TAX - PAYDATE 11-10-16	101	21720				\$10,492.57	\$10,492.57
COMMUNITY HEALTH CHARITIES - M	EMPLOYEE CONTRIBUTIONS: 11-10-16	101	20420				\$156.50	\$156.50
E.G. RUD & SONS, INC.	ASBUILT SURVEY 3308 VICTORIA STREET	101	22020				\$612.00	
ENGBRETSON, DAN	WRESTLING CLASSES (ISLAND & TURTLE)	225	43510	3190		006	\$1,008.00	\$1,008.00
FLEET FARM/GE CAPITAL RETAIL B	METAL BOXES FOR TRAFFIC COUNTERS	101	42200	2180		001	\$33.90	\$33.90
GENESIS EMPLOYEE BENEFITS INC	FLEX - MED/DEPENDENT CARE 11-14-16	101	20431				\$751.28	\$751.28
GENESIS EMPLOYEE BENEFITS INC	VEBA CONTRIBUTIONS: 11-10-16	101	20418				\$5,925.00	\$5,925.00
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$24.75	\$24.75
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	BIRTHDAY CAKES	220	43800	2591		001	\$20.99	\$20.99
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$19.14	\$19.14
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GRANDMA'S BAKERY	WAVE CAFE FOOD FOR RESALE	220	43800	2590		001	\$18.18	\$18.18
GREAT LAKES HIGHER ED GUARANTY	61-3073149/EDELSTEIN	101	20435				\$251.04	\$251.04
GREENHAVEN PRINTING	FALL BUSINESS EXCHANGE MAILER	240	44400	3390		001	\$701.84	\$701.84
HORIZON COMMERCIAL POOL SUPPLY	REPAIRS TO WATERSLIDE POOL	220	43800	3810		007	\$1,023.00	\$1,023.00
ICMA/VANTAGEPOINT TRANSFER-300	EMPLOYEE CONTRIBUTIONS PAYDATE: 11-10-16	101	21750				\$5,128.27	\$5,128.27
ICMA/VANTAGEPOINT TRANSFER-705	ROTH CONTRIBUTIONS PAYDATE: 11-10-16	101	20430				\$890.00	\$890.00
KELLY & LEMMONS, P.A.	OCT 2016 LEGAL FEES	101	40600	3020			\$3,830.00	\$7,022.86
		101	40600	3030			\$3,192.86	
LAKE JOHANNA FIRE DEPT	HOUSING INSPECTIONS MONTH OF AUGUST	101	44100	3190			\$356.21	\$356.21

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$257.52	\$257.52
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$131.66	\$131.66
T.A. SCHIFSKY & SONS, INCORPOR	SAND MIX FOR HIGH IRON	101	42200	2180		002	\$117.81	\$117.81
TOWMASTER	215 PLOW, BOX, HOIST AND EQUIPMENT	701	46500	5800			\$101,715.00	\$101,715.00
TOWMASTER	TENSION TARP FOR NEW 215	701	46500	2220		001	\$500.00	\$500.00
TWIN SOURCE SUPPLY	CLEANING SUPPLIES FOR MTCE CENTER	701	46500	2183		002	\$122.73	\$122.73
UNIFIRST CORPORATION	UNIFORM RENTAL PARKS	101	43710	3970			\$70.84	\$70.84
UNIFIRST CORPORATION	UNIFORM RENTAL CC	220	43800	3970			\$55.89	\$55.89
UNIFIRST CORPORATION	UNIFORM RENTAL	101	42200	3970		001	\$45.19	\$180.77
		601	45050	3970		001	\$45.19	
		602	45550	3970		001	\$45.19	
		603	45850	3970		001	\$22.60	
		701	46500	3970		001	\$22.60	
UNIFIRST CORPORATION	UNIFORM RENTAL FOR PARK MAINT.	101	43710	3970			\$70.84	\$70.84
UNIFIRST CORPORATION	UNIFORM RENTAL FOR COMM CNTR MAINT	220	43800	3970			\$54.89	\$54.89
WARNING LITES OF MINNESOTA INC	SIGNAGE FOR GRAMSIE RD CLOSURE	101	42200	3190		003	\$1,093.68	\$1,093.68
WASTE MANAGEMENT - BLAINE	REMOVAL AND DISPOSAL OF SWEEPINGS	101	42200	3190		003	\$4,625.42	\$4,625.42
WASTE MANAGEMENT - BLAINE	DISPOSAL OF STREET SWEEPINGS	101	42200	3190		003	\$9,332.20	\$9,332.20
YALE MECHANICAL INC	REPAIRS TO BOILER IN SHOREVIEW ROOM	220	43800	3810		003	\$2,766.69	\$2,766.69
YALE MECHANICAL INC	REPAIRS TO HVAC IN CC	220	43800	3810		003	\$842.93	\$842.93
YALE MECHANICAL INC	VENT AND GAS LINE REPAIRS CC	220	43800	3810		003	\$718.59	\$718.59
Total of all invoices:							\$156,465.74	

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
AMERICAN FIRE & SAFETY	FIRE EXTINGUISHER INSPECTIONS	701	46500	2220		003	\$537.85	\$537.85
AUTO NATION FORD WHITE BEAR LA	LAMP ASSEMBLY #603	701	46500	2220		001	\$24.26	\$24.26
AWARDS BY HAMMOND INC	PLAQUES FOR VOLUNTEER DINNER	101	40100	4890		001	\$369.90	\$369.90
BARTON SAND & GRAVEL COMPANY	ASPHALT DISPOSAL FEES	101	42200	2180		002	\$210.00	\$210.00
BAUER BUILT TIRE AND BATTERY I	TRAILER TIRES	701	46500	2230		002	\$187.72	\$187.72
BAUER BUILT TIRE AND BATTERY I	SKID STEER TIRES	701	46500	2230		002	\$675.54	\$675.54
BEISSWENGERS HARDWARE	PAINT BRUSHES FOR HOCKEY RINK PAINTING	101	43710	2400			\$25.36	\$25.36
BEISSWENGERS HARDWARE	RED AND BLUE LINE PAINT HOCKEY RINKS	101	43710	2240			\$85.23	\$85.23
BEISSWENGERS HARDWARE	HARDWARE FOR TRAFFIC BOXES	101	42200	2180		001	\$4.89	\$4.89
BOYER TRUCK PARTS INC.	CPU WIRING REPAIR FOR #605	701	46500	2220		001	\$1,144.19	\$1,144.19
CARD CONNECT	INGENICO CHIP&PIN CREDIT CARD READERS	422	40550	5800		020	\$10,725.00	\$10,725.00
CBIZ FINANCIAL SOLUTIONS, INC	INVESTMENT SERVICES & TRUSTEE FEE	101	40210	3190		013	\$99.32	\$99.32
CHESS	OCTOBER MTCE PLAN - SAFETY CONSULTANT	101	40210	3190		007	\$800.00	\$800.00
COMMERCIAL ASPHALT CO	ASPHALT FOR 2017 SEAL COAT AREAS	101	42200	2180		002	\$2,422.69	\$2,422.69
ESS BROTHERS & SONS INC.	MANHOEL REHAB AREA 49	602	45550	3190		001	\$4,020.00	\$4,020.00
FACTORY MOTOR PARTS COMPANY	1 TON BATTERIES	701	46500	2220		001	\$121.20	\$121.20
FACTORY MOTOR PARTS COMPANY	CUSHMAN AND TRUCK BATTERIES	701	46500	2220			\$223.02	\$223.02
FLEETPRIDE INC	306 BRAKE CHAMBER	701	46500	2220		001	\$59.73	\$59.73
FLEETPRIDE INC	TRAILER LIGHTS	701	46500	2220		002	\$8.32	\$8.32
GOODIN COMPANY	BASN RISER FOR BUCHER DRAIN FIELD	101	43710	2240			\$56.12	\$56.12
GRAINGER, INC.	REPAIR SUPPLIES PARKS	101	43710	2240			\$77.16	\$77.16
GRAINGER, INC.	REPAIR SUPPLIES CC	220	43800	2240		001	\$22.44	\$22.44
GREENHAVEN PRINTING	VOLUNTEER DINNER INVITES	101	40100	4890		001	\$182.00	\$182.00
HAWKINS, INC.	1 TON CHLORINE WTP	601	45050	2160		001	\$700.00	
HAWKINS, INC.	150 CHLORINE	601	45050	2160		001	\$526.55	\$526.55
HUGO EQUIPMENT COMPANY	BLADE FOR JD TRACTOR	701	46500	2220		002	\$251.88	\$251.88
INSTRUMENTAL RESEARCH INC	MONTHLY SAMPLES AND WTP	601	45050	3190		001	\$540.00	\$540.00
IPMA-HR	MEMBERSHIP 3/1/2016-2/28/2016	101	40210	4330			\$149.00	\$149.00
KENNEDY & GRAVEN, CHARTERED	CENTURYLINK FRANCHISE	230	40900	3190			\$350.00	\$350.00
LARSON COMPANIES	ONE TON AND PICK UP OIL FILTERS (12)	701	46500	2220		001	\$29.64	\$29.64
LUBRICATION TECHNOLOGIES, INC	BULK OIL FOR DIESEL EQUIP	701	46500	2130		001	\$1,039.07	\$1,039.07
MAC QUEEN EQUIPMENT INC.	ACTUATOR FOR S2	701	46500	2220		002	\$192.72	\$192.72
METRO COUNT INC.	NEW TRAFFIC COUNTERS	101	42200	2180			\$1,715.00	\$1,715.00
OFFICE DEPOT	STORAGE BOXES	101	40200	2010		002	\$64.38	\$64.38
ON SITE SANITATION INC	REPLACE TOILET AT LAKE JUDY PARK	101	43710	3950			\$12.14	\$12.14
PLUMMASTER, INC	REPAIR SUPPLIES CC	220	43800	2240		001	\$193.17	\$193.17
RAMSEY COUNTY PROPERTY RECORDS	EMERGENCY COMMUNICATION RADIO USER FEE	701	46500	4330			\$177.84	\$177.84
SAFE-FAST INC	2 HI-VIS JACKETS	701	46500	3970		003	\$104.90	\$104.90
SAFE-FAST INC	JACKETS FOR TOM AND DAVE	101	42050	2010			\$104.90	\$104.90
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,801.28	\$1,801.28
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$44.80	\$44.80
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$31.62	\$31.62
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,415.03	\$1,415.03
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$300.44	\$300.44
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$209.52	\$209.52
SUPPLYWORKS	REPAIRS TO SCRUBBER	220	43800	3890			\$202.00	\$202.00
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$128.76	\$128.76
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$42.92	\$42.92
SUPPLYWORKS	REPAIR SUPPLIES CC	220	43800	2240		001	\$25.91	\$25.91
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$1,082.83	\$1,082.83
SUPPLYWORKS	CLEANING SUPPLIES CC	220	43800	2110			\$290.04	\$290.04

COUNCIL REPORT

Vendor Name	Description	FF	GG	OO	AA	CC	Line Amount	Invoice Amt
ADRIENNE LIND	BENEFIT FAIR ACTIVITY	101	40210	4890		001	\$150.00	
BEISANG, HANNAH	AQUATICS - PRIVATE	220	22040				\$242.00	\$242.00
CORBO, TODD	SWIM MERIT BADGE	220	22040				\$57.00	\$57.00
FORD, MIKE	CREDIT BALANCE REFUND REFUND	220	22040				\$20.00	\$20.00
FRENCH, PRISCILLA	RSV# 1401040 REFUND REFUND	220	22040				\$25.00	\$25.00
GEER, ANDREA	RSV# 1401039 REFUND REFUND	220	22040				\$25.00	\$25.00
GLADKE, SARAH	RSV# 1401022 REFUND REFUND	220	22040				\$25.00	\$25.00
GUIGA, KAIS BEN AHMED	RSV# 1401016 REFUND REFUND	220	22040				\$425.00	\$425.00
HALL, DAVID	AQUA YOGA EXPERIENCE	220	22040				\$10.00	\$10.00
HED, LISA	RSV# 1401020 REFUND REFUND	220	22040				\$25.00	\$25.00
HEMBRE, JENNIFER	RSV# 1401033 REFUND REFUND	220	22040				\$25.00	\$25.00
INFINITY, NICOLE	RSV# 1401051 REFUND REFUND	220	22040				\$25.00	\$25.00
JANSSEN, LEIGH	RSV# 1401057 REFUND REFUND	220	22040				\$25.00	\$25.00
KING, ALITA	RSV# 1401017 REFUND REFUND	220	22040				\$25.00	\$25.00
KOLLER, DAN	RSV# 1400962 REFUND REFUND	220	22040				\$100.00	\$100.00
LINDQUIST, PAUL	PASS APRESS TYPE: ANNUAL MEMBERSHIPS PA	220	22040				\$41.45	\$41.45
MYRLAND, SHELLY	RSV# 1401015 REFUND REFUND	220	22040				\$500.00	\$500.00
QUINTANA, MICHELLE	RSV# 1401027 REFUND REFUND	220	22040				\$25.00	\$25.00
RANGE OF MOTION LLC	BENEFITS FAIR ACTIVITY	101	40210	4890		001	\$160.00	\$160.00
REKUCKI, ALEXANDER	PASS APRESS TYPE: ANNUAL MEMBERSHIPS PA	220	22040				\$204.92	\$204.92
ROBERTS, JENNIFER	RSV# 1401067 REFUND REFUND	220	22040				\$25.00	\$25.00
ROCKE, MAGGIE	RSV# 1401060 REFUND REFUND	220	22040				\$25.00	\$25.00
RYAN, GREG	PASS APRSSRD TYPE: ANNUAL MEMBERSHIPS P	220	22040				\$217.89	\$217.89
SPENCER, LANA	RSV# 1401030 REFUND REFUND	220	22040				\$25.00	\$25.00
STOCK, ALICE	CAMELOT	220	22040				\$90.00	\$90.00
TAIWO, BUSHIRAT	RSV# 1401065 REFUND REFUND	220	22040				\$500.00	\$500.00
VANDERBURG, NANCY	RSV# 1401061 REFUND REFUND	220	22040				\$25.00	\$25.00
WARNER, CASSANDRA	RSV# 1401054 REFUND REFUND	220	22040				\$25.00	\$25.00
WILCOX, HARRY	SMART DRIVER (12/13)	220	22040				\$58.00	\$58.00
WILLEN, PAM	PASS APRSSRD TYPE: ANNUAL MEMBERSHIPS P	220	22040				\$498.50	\$498.50
YANG, HOUAKA	RSV# 1401049 REFUND REFUND	220	22040				\$500.00	\$500.00
YARPHIEL, TENZING	RSV# 1401037 REFUND REFUND	220	22040				\$100.00	\$100.00

Total of all invoices: \$4,224.76

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,750
Vendor number	01308 1 2016
Vendor name	MINNESOTA METRO NORTH TOURISM
Address	CITY OF BLAINE FINANCE DEPARTMENT 10801 TOWN SQUARE DRIVE BLAINE, MN 55449

Date	Comment line on check	Invoice number	Amount
09-30-16	SEPT 2016 HOTEL/MOTEL TAX	SEPTEMBER 2016	\$25,944.58

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☐ Purchase was made through the state's cooperative purchasing venture.

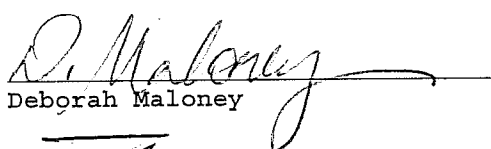
☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

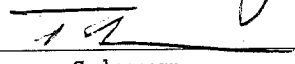
☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:	
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Account Coding	Amount
101 22079	\$27,310.08
101 38420	-\$1,365.50

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$

Reviewed by: 
(signature required) Deborah Maloney

Approved by: 
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,686
Vendor number	20287 1 2016
Vendor name	GM CONTRACTING, INC.
Address	PO BOX 736 LAKE CRYSTAL, MN 56055-0736

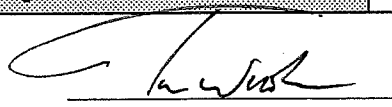
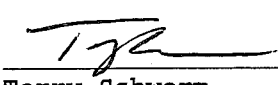
Date	Comment line on check	Invoice number	Amount
11-08-16	WELL 6 WATER MAIN CP 16-06	3 FINAL	\$22,864.98

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

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Return to:	
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Account Coding	Amount
450 47000 5900	\$22,864.98

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Tom Wesolowski	 11/8/16
Approved by: (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher
for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,687
Vendor number	01901 1 2016
Vendor name	REPUBLIC SERVICES INC #899
Address	PO BOX 9001154 LOUISVILLE, KY 40290-1154

Date	Comment line on check	Invoice number	Amount
10-25-16	OCTOBER RECYCLING SERVICES	0899-002937111 -	\$30,376.02 -

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

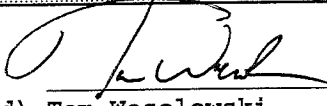
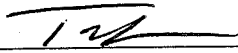
Return to:

Account Coding

Amount

210 42750 3190

\$30,376.02

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required) Tom Wesolowski	 11/8/16
Approved by: (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,691	8 Cardio Machines for Fitness Center
Vendor number	00035 1	2016
Vendor name	2ND WIND EXERCISE EQUIPMENT	
Address	7585 EQUITABLE DRIVE EDEN PRAIRIE, MN 55344	

Date	Comment line on check	Invoice number	Amount
11-01-16	8 CARDIO MACHINES FOR FITNESS CENTER	022027920	\$50,960.00

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

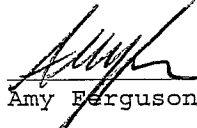
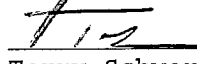
☐ Purchase was made through the state's cooperative purchasing venture.

☒ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☐ Cooperative purchasing venture consideration requirement does not apply.

Return to:

Account Coding	Amount
405 43800 5300	\$50,960.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Amy Ferguson	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,754
Vendor number	01734 1 2016
Vendor name	MUNICIPAL BUILDERS INC
Address	17125 ROANOKE STREET NW ANDOVER MN 55304

Date	Comment line on check	Invoice number	Amount
11-14-16	WTP CONSTRUCTION PROJ # 14-02	017 ✓	\$164,332.72 ✓

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

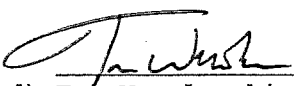
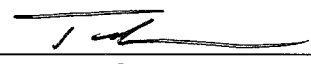
☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
454 47000 5900	\$164,332.72

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u></u> 11/14/16 (signature required) Tom Wesolowski	
Approved by: <u></u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

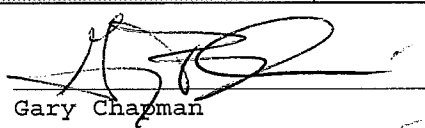
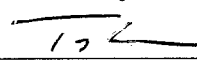
Voucher Number	59,806
Vendor number	00247 1 2016
Vendor name	NEUMAN POOL, INC.
Address	W9684 BEAVERLAND PARKWAY P.O. BOX 413 BEAVER DAM WI 53916

Date	Comment line on check	Invoice number	Amount
09-26-16	REPLACEMENT UV SYSTEM FINAL PAYMENT	C185572	\$22,938.96 ✓

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

Return to:	
------------	--

Account Coding	Amount
405 43800 5300	\$22,938.96

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by:  (signature required) Gary Chapman	
Approved by:  (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher
for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	NEUMAN POOLS	\$42,938.96
Quote 2	HORIZON POOLS	\$45,450.00
Explanation if no quote received		

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,709
Vendor number	00545 1 2016
Vendor name	PUBLIC EMPLOYEES RETIREMENT ASSOC.
Address	P.O. BOX 75608 ST. PAUL MN 55175-0608 EFT TRANSACTION - NO CHECK PRINTS

Date	Comment line on check	Invoice number	Amount
11-10-16	EMPL/EMPLOYER CONTRIBUTIONS: 11-10-16	11-10-16	\$30,925.05 ✓

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to: _____

Account Coding	Amount
101 21740	\$30,925.05

SEE PERMANENT
PAYROLL RECORDS

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: <u>K. Harvey</u> (signature required) Kathy Harvey	
Approved by: <u>T. Schwerm</u> (signature required) Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,803	Remit bottom on invoice w/payment
Vendor number	00571 1	2016
Vendor name	ROSEVILLE, CITY OF	
Address	2660 CIVIC CENTER DRIVE ROSEVILLE MN 55113	

Date	Comment line on check	Invoice number	Amount
11-07-16	MAINTENANCE OF SHARED POND	0222089	\$43,873.35

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☐ Purchase was made through the state's cooperative purchasing venture.

☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:


Account Coding


Amount

603 45850 3190 005	\$43,873.35

Is sales tax included on invoice?	Not Taxable
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If no, amount subject to sales use tax	\$
----------------------------------------	----

Reviewed by:  11/15/16
(signature required) Tom Wesolowski

Approved by: 
(signature required) Terry Schwerm

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,694	Council Approved 1-4-16
Vendor number	01991 1	2016
Vendor name	TOWMASTER	
Address	61381 US HWY 12 LITCHFIELD, MN 55355	

Date	Comment line on check	Invoice number	Amount
11-03-16	215 PLOW, BOX, HOIST AND EQUIPMENT	386165	\$101,715.00

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

☒ Purchase was made through the state's cooperative purchasing venture.

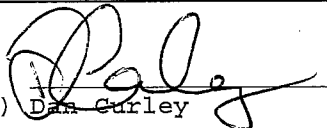
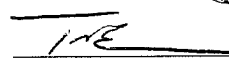
☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☐ Cooperative purchasing venture consideration requirement does not apply.

Account Coding

Amount

701 46500 5800	\$101,715.00

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
Reviewed by: (signature required)  Dan Curley	
Approved by: (signature required)  Terry Schwerm	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

Purchase Voucher

City of Shoreview
4600 Victoria Street North
Shoreview MN 55126

Voucher Number	59,704
Vendor number	01446 1 2016
Vendor name	TREASURY, DEPARTMENT OF
Address	INTERNAL REVENUE SVC - EFT/NO CHECK EFTPS ENROLLMENT PROCESSING P.O. BOX 4210 IOWA CITY IA 52244

Date	Comment line on check	Invoice number	Amount
11-10-16	FEDERAL WITHHOLDING TAX: 11-10-16	11-16-16	\$64,211.58

THIS IS AN EARLY CHECK, PLACE VOUCHER IN EARLY CHECK FILE

This Purchase Voucher is more than \$25,000.00; was the state's cooperative venture considered before purchasing through another source?

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☐ Purchase was made through another source. The state's cooperative purchasing venture was considered.

☒ Cooperative purchasing venture consideration requirement does not apply.

Return to:	
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Account Coding	Amount
101 21710	\$25,919.52
101 21730	\$30,882.26
101 21735	\$7,409.80
SEE PERMANENT PAYROLL RECORDS	

Is sales tax included on invoice?	Not Taxable
If no, amount subject to sales use tax	\$
<p>Reviewed by: <u>K. Harvey</u> (signature required) Kathy Harvey</p> <p>Approved by: <u>T. Schwerm</u> (signature required) Terry Schwerm</p>	

Two quotes must be attached to purchase voucher for all purchases between \$10,000 and \$50,000.
If no quote is received, explain below:

Quote 1	
Quote 2	
Explanation if no quote received	

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Resolution No. 16-110 reducing the following escrows:

Development Cash Deposits for the following properties in the amounts listed:

3780 Lexington Ave	Raising Cane Resturants	\$ 2,000.00
3800 Rustic Pl	Kay Sorgatz/Gary Olson Const	\$ 500.00
1265 Sunview Ct	Max Segler	\$ 6,000.00
809 Arbogast St	Lindus Construction Inc	\$ 500.00
4909 Maywood St	Jeffrey Mahoney	\$ 500.00
500 Cardigan Rd	TSI Incorporated	\$ 500.00
3353 Rice St	T A Schifsky & Sons Inc	\$ 500.00
715 Arbogast St	Lee Homes/Exceptional Homes	\$ 2,500.00
4929 Hanson Rd	Mezco Inc	\$ 2,500.00
4240 Reiland Lane	Husnik Homes	\$ 1,500.00

ROLL CALL: AYES NAYS

JOHNSON

QUIGLEY _____

SPRINGHORN

WICKSTROM

MARTIN

REGULAR COUNCIL MEETING
NOVEMBER 21, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: THOMAS L. HAMMITT
SENIOR ENGINEERING TECHNICIAN

DATE: NOVEMBER 17, 2016

SUBJECT: DEVELOPER ESCROW REDUCTIONS

INTRODUCTION

The following escrow reductions have been prepared and are presented to the City Council for approval.

BACKGROUND

The property owners/builders listed below have completed all or portions of the erosion control and turf establishment, landscaping or other construction in the right of way as required in the development contracts or building permits.

3780 Lexington Ave	Grading As-built completed
3800 Rustic Pl	Erosion control completed
1265 Sunview Ct	Partial erosion, utility & street completed
809 Arbogast St	Erosion control completed
4909 Maywood St	Erosion control completed
500 Cardigan Rd	Erosion control completed
3353 Rice St	Erosion control completed
715 Arbogast St	Erosion control & trees completed
4929 Hanson Rd	Erosion, As-built & trees completed
4240 Reiland Lane	Erosion & Shore Land Mitigation completed

RECOMMENDATION

It is recommended that the City Council approve releasing all or portions of the escrows for the following properties in the amounts listed below:

3780 Lexington Ave	Raising Cane Restaurants	\$ 2,000.00
3800 Rustic Pl	Kay Sorgatz/Gary Olson Const	\$ 500.00
1265 Sunview Ct	Max Segler	\$ 6,000.00
809 Arbogast St	Lindus Construction Inc	\$ 500.00
4909 Maywood St	Jeffrey Mahoney	\$ 500.00
500 Cardigan Rd	TSI Incorporated	\$ 500.00
3353 Rice St	T A Schifsky & Sons Inc	\$ 500.00
715 Arbogast St	Lee Homes/Exceptional Homes	\$ 2,500.00
4929 Hanson Rd	Mezco Inc	\$ 2,500.00
4240 Reiland Lane	Husnik Homes	\$ 1,500.00

PROPOSED

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

HELD NOVEMBER 21, 2016

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on November 21, 2016 at 7:00 p.m. The following members were present:

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-110

**RESOLUTION ORDERING ESCROW REDUCTIONS
AT VARIOUS LOCATIONS IN THE CITY**

WHEREAS, various builders and developers have submitted cash escrows for erosion control, grading certificates, landscaping and other improvements, and

WHEREAS, City staff have reviewed the sites and developments and is recommending the escrows be returned.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota, as follows:

The Shoreview Finance Department is authorized to reduce the cash deposit in the amounts listed below:

3780 Lexington Ave	Raising Cane Restaurants	\$ 2,000.00
3800 Rustic Pl	Kay Sorgatz/Gary Olson Const	\$ 500.00
1265 Sunview Ct	Max Segler	\$ 6,000.00
809 Arbogast St	Lindus Construction Inc	\$ 500.00
4909 Maywood St	Jeffrey Mahoney	\$ 500.00
500 Cardigan Rd	TSI Incorporated	\$ 500.00
3353 Rice St	T A Schifsky & Sons Inc	\$ 500.00
715 Arbogast St	Lee Homes/Exceptional Homes	\$ 2,500.00
4929 Hanson Rd	Mezco Inc	\$ 2,500.00
4240 Reiland Lane	Husnik Homes	\$ 1,500.00

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 21st day of November, 2016.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 21st day of November, 2016 with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates reducing various escrows.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 22nd day of November, 2016.

Terry C. Schwerm
City Manager

SEAL

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to authorize the trade in of the 2015 S630 Bobcat Skidsteer Loader and authorize the purchase a new unit from the State of Minnesota Purchasing Contract, for a total cost after trade-in, of \$2,000.00.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: MARK J. MALONEY, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 21, 2016

SUBJ: AUTHORIZATION TO TRADE-IN / PURCHASE A SKIDSTEER LOADER

INTRODUCTION

In 2015 the City purchased a S630 Bobcat skid steer loader off of the State of Minnesota Cooperative Purchasing Venture Contract from Tri-State Bobcat. A number of local government entities, including Roseville, Maplewood, Woodbury and many others participate in a “trade-in” program with Tri-State Bobcat. This type of program is only offered to state and local government agencies. City Council approval is necessary at this time for authorization to trade in the current skid steer and purchase its replacement unit from Tri-State Bobcat, through the State of Minnesota Cooperative Purchasing Venture Contract #T-631(5).

DISCUSSION

The existing skidsteer loader is used regularly by public works maintenance personnel in conjunction with various types of excavating projects, pond maintenance, street patching, snow removal and tree planting/landscaping projects. Each year there is a cost to maintain this piece of equipment, including routine maintenance, tire repairs and replacements etc. As the equipment ages those costs get higher and higher with each passing year.

Tri-State Bobcat offers a trade-in type program to State and local government agencies which allows them to trade in their one or two year old piece of equipment for a premium and purchase a new piece of equipment from the state contract. The City has participated in this program for the last six years and it has proven to be very beneficial.

The trade in program is not an agreement in which the City is obligated to participate in each year. The equipment and program will be evaluated each year and recommendations will be made according to those evaluations. This year’s cost is \$2,000 after the trade in of last year’s equipment. All existing attachments will continue to transfer to the new unit which will be of similar size and capabilities.

RECOMMENDATION

Staff recommends consideration of the attached motion that authorizes the trade in of the current 2015 S630 Bobcat Skidsteer Loader and authorizes the purchase of a new unit from the State of Minnesota Purchasing Contract, for a total cost after trade-in of \$2,000.00.

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.16-108 approving Change Order No. 3 reducing the contact amount by \$26,281.62 for the Gramsie Road Rehabilitation, City Project 16-05.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
NOVEMBER 21, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI, CITY ENGINEER

DATE: SEPTEMBER 28, 2016

SUBJECT: GRAMSIE ROAD REHABILITATION, CITY PROJECT 16-05

INTRODUCTION

The attached Change Order No. 3 has been prepared by staff and must be approved by the City Council in order to modify the contract.

BACKGROUND

On May 2, 2016, the City Council awarded a contract to Northwest Asphalt in the amount of \$531,883.42, for the Gramsie Road Rehabilitation, City Project 16-05. On September 6, 2016 the City Council approved Change Order No.1 in the amount of \$183,231.00, increasing the contract amount to \$715,114.42. On October 3, 2016 the City Council approved Change Order No. 2 in the amount of \$28,708.50, increasing the contract amount to \$743,822.92.

DISCUSSION

Due to flooding on a section of Gramsie Road, the road was closed to traffic on August 19th. Although the section of Gramsie Road did not have a history of flooding it had flooded twice in the last three years and given the high water levels adjacent to the road there was a potential for flooding in the future. Based on the potential for future flooding it was decided the low section of the road should be raised and the City Council approved Change Order No. 1, which included construction items required to raise the flooded section of road. At the time Change Order No. 1 was approved the water level over the road was decreasing and it was anticipated the work to raise the road would be completed after the water had receded from the road. Additional rainfall in September increased the level of water on the road and the road remained closed. In late October it became apparent that the water level would most likely not go down enough to open the road and the low section of Gramsie Road would remain flooded and closed through the winter and spring months.

Gramsie Road is a main east/west corridor in the City and is used by over 4500 vehicles per day. Given the importance of the road it was decided the flooded section of road should be raised as soon as possible and opened to traffic. The Contractor completed the work to raise the flooded section of Gramsie Road and it was opened to traffic on November 4th.

Raising a road section that is flooded requires different types of materials and construction methods than a road that is raised in dry conditions. The items listed for raising the road in Change Order No. 1 are not compatible with the items required for raising a road in flooded conditions. Due to the differences all of the items listed in Change Order No. 1 relating to raising

the road will be deleted as part of Change Order No. 3 and new items added for the work completed to raise the road in a flooded condition. The net result is a decrease of \$26,281.62 to the contract amount.

The work that was completed to raise the road is temporary. The final design for the permanent road section will be completed this winter and the construction will be completed in the spring or summer of 2017, after the water level recedes from the road and adjacent right of way. The additional costs required for the permanent road section will be determined during the final design and presented to the City Council for consideration in 2017.

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution, approving Change Order No. 3 for the Gramsie Road Rehabilitation, City Project 16-05.

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

HELD NOVEMBER 21, 2016

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on November 21, 2016 at 7:00 pm. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-108
APPROVING CHANGE ORDER NO. 3
FOR THE
GRAMSIE ROAD REHABILITATION
CITY PROJECT 16-05

WHEREAS, On May 2, 2016 the City Council awarded a contract to Northwest Asphalt, Inc. the Gramsie Road Rehabilitation, City Project 16-05, and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$531,883.42, and

WHEREAS, Change Order No. 1, in the amount of \$183,231.00, was approved on September 6, 2016, increasing the contract amount to \$715,114.42, and

WHEREAS, Change Order No. 2, in the amount of \$28,708.50, was approved on October 3, 2016, increasing the contract amount to \$743,882.92, and

WHEREAS, Change Order No. 3 decreasing the amount of the contract by \$26,281.62 has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will decrease the contract amount to 717,541.30, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 3.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota:

That Change Order No. 3, decreasing the contract amount by \$26,281.62, resulting in a revised contract amount of \$717,541.30 is hereby approved.

The motion for the adoption of the foregoing resolution was duly seconded by Member and upon vote being taken thereon, the following voted in favor thereof:

the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 21st day of November, 2016.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 21st day of November, 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Change Order No. 3, for the Gramsie Road Rehabilitation, City Project 16-05.

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 22nd day of November, 2016.

SEAL

Terry C. Schwerm
City Manager

CITY OF SHOREVIEW CONTRACT CHANGE ORDER

Project:	Gramsie Road Rehabilitation
City Project	16-05
Change Order Number:	3 (Three)
Date:	November 21, 2016
Contractor:	Northwest Asphalt, Inc.

The deductions, additions, revisions and corrections contained herein shall be made to the Contract Documents for the project and shall become part of the Scope of Work.

ADDITION:

Total Raise Gramsie Road (Flooded Construction)	\$ 76,191.88*
*Detailed item list with quantities and prices is attached	

DEDUCT:

Total Raise Gramsie Road Items Change Order #1	(\$102,473.50)*
*Detailed item list with quantities and prices is attached	

Total Change Order No. 3	(\$ 26,281.62)
--------------------------	----------------

SUMMARY:

Contract Amount Change Orders 1 & 2:	\$743,822.92
Change Order No.3	(\$ 26,281.62)
Amended Contract Amount:	\$717,541.30

APPROVALS:

APPROVED BY: City of Shoreview

By: _____ Title: City Engineer Date: _____

ACCEPTED BY: Northwest Asphalt, Inc.

By: _____ Title: _____ Date: _____



Northwest Asphalt, Inc.

1451 Stagecoach Road
Shakopee, MN. 55379
Office: 952-445-1003
Facsimile: 952-445-1056

CHANGE ORDER REQUEST

3

Billing Date _____

Project Name GRAMSIE ROAD REHAB
Project Location _____
General Contractor Project# _____
Project Owner CITY OF SHOREVIEW
Address _____

NWA Job# 6706
NWA Customer# 6706
NWA Change Order# _____

Description of Work: RAISE ROAD

Work Authorization# _____ **Date of work Performed:** _____

Description	Unit	Rate	Units	Extension
1 MOBILIZATION	LS	\$ 7,525.00	1.00	\$ 7,525.00
2 REMOVE CURB & GUTTER	LF	\$ 5.25	8.00	\$ 42.00
3 ABANDON CB	EA	\$ 500.00	4.00	\$ 2,000.00
4 SELECT GRANULAR	TN	\$ 16.67	876.78	\$ 14,615.92
5 AGGR BASE CL5	TN	\$ 16.33	613.82	\$ 10,023.68
6 12.5 WEAR	TN	\$ 70.00	147.07	\$ 10,294.90
7 TRAFFIC CONTROL	LS	\$ 825.00	2.00	\$ 1,650.00
8 CONCRETE J BARRIER	LF	\$ 16.00	1180.00	\$ 18,880.00
9 SWEEPING	HR	\$ 125.00	2.50	\$ 312.50
10 PAINTING MOBILIZATION	EA	\$ 825.00	1.00	\$ 825.00
11 4" SOLID WHITE	LF	\$ 0.10	929.00	\$ 92.90
12 4" DOUBLE YELLOW	LF	\$ 0.20	3358.00	\$ 671.60
13 ADJUST MANHOLES	EA	\$580.00	3.00	\$1,740.00
14 11/1-11/2/16 MILL & WINTER RAMP				
15 11/1 - TRUCK W/TRAILER	HR	\$149.00	2.00	\$298.00
16 11/1 - BOBCAT W/MILL ATTACHEMENT	HR	\$163.00	8.00	\$1,304.00
17 11/1 - LABOR	HR	\$84.00	8.00	\$672.00
18 11/2 - PAVING FOREMAN	HR	\$116.00	4.00	\$464.00
19 11/2 - BOBCAT	HR	\$124.00	8.00	\$992.00
20 11/2 - SMALL ROLLER	HR	\$126.00	4.00	\$504.00
21 11/2 - QUINT AXLE TRUCKS	HR	\$118.00	4.00	\$472.00
22 11/2 - LABOR	HR	\$84.00	6.50	\$546.00
23 ASPHALT MIX	TN	\$54.00	41.97	\$2,266.38
SUBTOTAL MATERIALS				\$76,191.88

Total Amount Due

\$76,191.88

After you have had a chance to review this request please call with any questions or concerns. Otherwise, we would greatly appreciate payment for the amount requested as soon as possible or added to our current pay estimate.

Respectfully submitted,
Northwest Asphalt, Inc.

Project Manager

5-4110

6-4115

7-4120

7-4130

8-4140

NORTHWEST ASPHALT, INC.
1451 STAGECOACH ROAD
SHAKOPEE, MN 55379

BID FORM

GRAMSIE ROAD TRAIL CONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
2021.501	MOBILIZATION	LS	1.00	\$ 2650.00	\$ 2650.00
2101.502	CLEARING	TREE	1.00	\$ 750.00	\$ 750.00
2101.507	GRUBBING	TREE	1.00	\$ 250.00	\$ 250.00
2104.523	SALVAGE & REINSTALL EX SIGNS POSTS & MB	EACH	3.00	\$ 150.00	\$ 450.00
2105.501	COMMON EXCAVATION	CY	200.00	\$ 29.00	\$ 5800.00
2112.501	SUBGRADE PREPARATION	RDST	8.00	\$ 125.00	\$ 1000.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	5.00	\$ 125.00	\$ 625.00
2211.503	AGGREGATE BASE (CV) CLASS 5	CY	250.00	\$ 32.00	\$ 8000.00
2360.501	BITUMINOUS WEAR COURSE (SPWEA230C)	TON	115.00	\$ 95.00	\$ 10925.00
2563.601	TRAFFIC CONTROL	LS	1.00	\$ 1000.00	\$ 1000.00
2573.502	SILT FENCE, TYPE PA	LF	300.00	\$ 250.00	\$ 7500.00
2573.530	STORM DRAIN INLET PROTECTION	EACH	4.00	\$ 100.00	\$ 400.00
2574.525	ORGANIC TOPSOIL BORROW	CY	75.00	\$ 30.00	\$ 2250.00
	MODULAR BLOCK WALL	SF	1,100.00	\$ 31.95	\$ 35145.00
	4' VINYL COATED CHAIN LINK FENCE - BLACK	LF	275.00	\$ 28.00	\$ 7700.00
2575.505	SEED	SY	875.00	\$ 3.50	\$ 3062.50

TOTAL - PATH CONSTRUCTION

\$ 80,715.50

RAISE GRAMSIE ROAD CONSTRUCTION

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
2021.501	MOBILIZATION	LS	1.00	\$ 8160.00	\$ 8160.00
2104.501	REMOVE CURB & GUTTER	LF	1,500.00	\$ 3.10	\$ 4650.00
2211.503	AGGREGATE BASE (CV) CLASS 6 - PATH	CY	115.00	\$ 32.00	\$ 3680.00
2211.503	AGGREGATE BASE (CV) CLASS 6	CY	835.00	\$ 32.00	\$ 26720.00
2215.604	FULL DEPTH RECLAMATION	SY	2,500.00	\$ 1.75	\$ 4375.00
2215.604	FULL DEPTH RECLAMATION - PATH	SY	225.00	\$ 1.75	\$ 393.75
2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C) - PATH	TON	25.00	\$ 95.00	\$ 2375.00
2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	305.00	\$ 66.95	\$ 20419.75
2506.602	RECONSTRUCT/RAISE DRAINAGE STRUCTURE	EACH	4.200	\$ 1175.00	\$ 4700.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	1,500.00	\$ 18.00	\$ 27000.00

TOTAL - CONSTRUCTION

\$ 102,473.50

NOTE: THESE QUANTITIES EXCLUDES COSTS OF ITEMS ALREADY IN CONTRACT THAT WOULD BE PAID FOR UNDER THE EXISTING CONTRACT. FOR EXAMPLE TACK COAT, JOINT ADHESIVE, WEAR COURSE, STRIPING, ECT.

PROPOSED RESOLUTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to adopt Resolution No.16-107 approving Change Order No. 1 in the amount of \$54,514.71 for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
NOVEMBER 21, 2016

TO: MAYOR, CITY COUNCIL, CITY MANAGER

FROM: TOM WESOLOWSKI - CITY ENGINEER

DATE: NOVEMBER 16, 2016

SUBJECT: SANITARY SEWER IMPROVEMENTS – BUCHER LIFT STATION,
CITY PROJECT 15-13, CHANGE ORDER NO. 1

INTRODUCTION

The attached Change Order No.1 summary has been prepared by WSB Inc., the City's Consultant for the project, reviewed by staff, and must be approved by the City Council in order to modify the contract.

BACKGROUND

On September 19, 2016, the City Council awarded a contract to Geislinger and Sons, Inc. for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13, and authorized the Mayor and City Manager to sign said contract.

DISCUSSION

Two new items were added to the project that will increase the contract amount by \$54,514.71. A summary of and reasons for the required changes are listed below:

1. Extend Electrical Service - \$7,875.00 – The length of the electrical service required for the lift station was longer than anticipated and directional boring was required.
2. Back-up Generator and Associated Items - \$46,639.71 – After assessing the City's overall emergency management needs it was determined that there is an increased risk of the sanitary sewer backing up and causing property damage to adjacent homes if power is lost to the lift station. The back-up generator will automatically start and continue to operate the lift station pumps if there is a power outage power, significantly reducing the potential of the sanitary sewer backing-up.

RECOMMENDATION

It is recommended that Council adopt the attached proposed resolution approving Change Order No.1 for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13.



November 15, 2016

Tom Wesolowski, P.E.
City Engineer
City of Shoreview
4600 Victoria Street N
Shoreview, MN 55126

Re: Bucher Lift Station and Force Main – Change Order No. 1 Proposal
City Project No. 15-13
WSB Project No. 2046-080

Dear Mr. Wesolowski:

Provided below is a breakdown of costs for Change Order Proposal No. 1 from Geislinger & Sons, Inc. for the subject project. This change order is primarily for the addition of a permanent emergency natural gas generator with automatic transfer switch, but also includes a small addition for directional drilling to connect to an existing Excel Energy electrical transformer a couple properties away from the new lift station site.

Item	Price
Directional drill and up size wire to existing Excel transformer	\$ 7,500.00
Prime Contractor 5% Markup	\$ 375.00
<i>Subtotal</i>	<i>\$ 7,875.00</i>
Wire generator to control panel	\$ 7,500.00
Prime Contractor 5% Markup	\$ 375.00
<i>Subtotal</i>	<i>\$ 7,875.00</i>
Concrete generator pad	\$ 4,500.00
Plum gas line to generator	\$ 2,500.00
Control panel transfer switch (incl. programming)	\$ 7,120.00
Tax on transfer switch (7.125%)	\$ 507.30
Prime Contractor 15% Markup	\$ 1,068.00
<i>Subtotal</i>	<i>\$ 8,695.30</i>
Generator (Cummins)	\$ 18,890.00
Tax on generator (7.125%)	\$ 1,345.91
Prime Contractor 15% Markup	\$ 2,833.50
<i>Subtotal</i>	<i>\$ 23,069.41</i>
TOTAL	\$ 54,514.71

A copy of the change order proposal is attached. The change order proposal was prepared by Geislinger & Sons in response to a request for a change order we sent to them dated November 2, 2016 based on the City's request to add a permanent generator to the lift station.

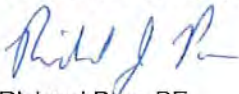
Note that the above total of \$54,496.91 is \$11,448.49 less than the original proposal of \$65,945.40 received from Geislinger and Sons, Inc. on November 7, 2016. The reduced cost is primarily due to the lower cost of the selected Cummins generator set as compared to the comparable Ziegler CAT generator set.

WSB and our electrical design subconsultant, Barr Engineering, have reviewed the proposed change order proposal for conformance with the revised drawings and specifications included in the request for a change order, as well as for reasonableness of proposed pricing, and recommend the City approves the change order proposal.

Please contact me with any questions or concerns.

Sincerely,

WSB & Associates, Inc.



Richard Parr, PE
Senior Project Manager

Attachment:

Geislinger & Sons Change Order No. 1 Proposal including generator and transfer switch quotes

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF SHOREVIEW, MINNESOTA**

HELD SEPTEMBER 21, 2015

* * * * *

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Shoreview, Minnesota was duly called and held at the Shoreview City Hall in said City on November 21, 2016, at 7:00 pm. The following members were present:

;

and the following members were absent:

Member introduced the following resolution and moved its adoption.

RESOLUTION NO. 16-107
APPROVING CHANGE ORDER NO.1
SANITARY SEWER IMPROVEMENTS – BUCHER LIFT STATION
CITY PROJECT 15-13

WHEREAS, On September 19, 2016, the City Council awarded a contract to Geislinger and Sons, Inc. for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-13, and authorized the Mayor and City Manager to sign said contract, and

WHEREAS, the original contract amount is \$314,750.00, and

WHEREAS, Change Order No. 1, in the amount of \$54,514.71 has been prepared in order to address certain changes or modifications to the original contract, and

WHEREAS, said changes and modifications to the project will increase the contract amount to \$369,264.71, and

WHEREAS, the Director of Public Works has recommended approval of proposed Change Order No. 1.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Shoreview, Minnesota:

1. That Change Order No. 1, in the amount of \$54,514.71, resulting in a revised contract amount of \$369,264.71 is hereby approved, and
2. That Change Order No. 1 will be funded from the Sewer Fund.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon vote being taken thereon, the following voted in favor thereof: ; and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted this 21st day of November 2016.

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)
)
CITY OF SHOREVIEW)

I, the undersigned, being the duly qualified and acting Manager of the City of Shoreview of Ramsey County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of said City Council held on the 21st day of November 2016, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the approval of Change Order No. 1, for Sanitary Sewer Improvements – Bucher Lift Station, City Project 15-013

WITNESS MY HAND officially as such Manager and the corporate seal of the City of Shoreview, Minnesota, this 22nd day of November 2016.

SEAL

Terry C. Schwerm
City Manager

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To authorize the Mayor and City Manager to execute ICWC Contract with the Minnesota Department of Corrections for the provision of a full time offender work crew for 2017.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
SPRINGHORN	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
November 21, 2016

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 21, 2017

SUBJECT: AUTHORIZE CONTRACT – MN DEPT OF CORRECTIONS (DOC)

INTRODUCTION

The adopted 2016-2017 budget includes funding for outsourced labor activities. The City has negotiated a contract with the Minnesota Department of Corrections (DOC) for a full time offender work crew and supervisor for 2017. City Council authorization for the contract is requested at this time.

DISCUSSION

The City has utilized a fulltime work crew provided by the Department of Corrections since 2011. This crew has performed the general maintenance and cleaning of the Maintenance Center which has allowed the City to eliminate a contract with an outside cleaning firm. In addition, the work crew performs routine labor functions that support both Public Works and Parks Maintenance activities throughout the year including painting fire hydrants, tree and brush removal, rain garden plantings, roadway median clean-up, clearing walkways and transit stop facilities during the winter, etc. The proposed 2017 budget anticipates the continued use of this resource in areas of city responsibility including Park and Trail Maintenance, Forestry and cleaning services for the Maintenance Center. The total negotiated value of the contract is \$85,000, which reflects a 3% increase. A copy of the proposed contract is attached for reference.

RECOMMENDATION

City Council authorization for execution of the contract with the Minnesota Department of Corrections is requested at this time.

STATE OF MINNESOTA INCOME CONTRACT

This contract is between the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew Program ("State"), and the City of Shoreview, 4600 Victoria Street North, Shoreview, Minnesota 55126 ("Purchaser").

Recitals

1. Under Minn. Stat. §241.278 the State is empowered to enter into income contracts.
2. The Purchaser is in need of an Institution Community Work Crew (ICWC) on an as needed basis.
3. The State represents that it is duly qualified and agrees to provide the services described in this contract, if a ICWC is available when requested by Purchaser.

Contract

1 Term of Contract

- 1.1 **Effective date:** January 1, 2017, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** December 31, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 State's Duties

The State will:

- 2.1 Provide a crew leader who will supervise up to ten (10) offender crewmembers during four (4) 10-hour days per week, including the hours crew leaders spend for daily preparation, communication and travel. The crew leader will take directions as to the location and nature of the work to be completed on a given day as requested by the Purchaser's Authorized Representative or designee.
- 2.2 Train each work crew in safety principles and techniques set forth by applicable federal, state and local agency requirements. Purchaser agrees that the State has the authority to refuse selected projects if it considers the projects beyond the skill level of the crewmembers and/or unsafe to perform.
- 2.3 Provide required personal safety equipment and clothing needed for specific work.
- 2.4 Screen projects to ensure that appropriate staff are assigned.
- 2.5 Submit reports to the Purchaser upon request.

3 Purchaser's Duties

The Purchaser will

- 3.1 Obtain all necessary permits or licenses or special authority for all projects that utilize ICWC labor.
- 3.2 Assign all work and coordinate material purchases and delivery through the ICWC crew leader for projects to be performed by the State.
- 3.3 Hire any subcontractors utilized in the project.
- 3.4 Provide utilities at the work site and set up accounts for the purchase of materials and rental of specialized tools or equipment needed for the work.
- 3.5 Meet with the State as necessary to provide project information needed by the State in the performance of its' duties.

4 Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows: Payment shall be made by the Purchaser to the State in the amount of forty-two thousand five hundred and 00/100 dollars (\$42,500.00) on March 1, 2017, forty-two thousand five hundred and 00/100 dollars (\$42,500.00) on September 1, 2017. Any overtime hours will be billed at the rate of seventy-five and 00/100 dollars (\$75.00) per hour.

The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is eighty five thousand and 00/100 dollars (\$85,000.00), plus any additional overtime hours, as its share of the cost of providing a crew leader and placing the work crews into service on the ICWC Program during the term of this agreement. The Purchaser's share includes time scheduled for training, vacation, sick leave and holidays based on the terms and condition of the crew leaders AFSCME bargaining agreement.

5 Authorized Representatives

The State's Authorized Representative is Scott Miller, ICWC Supervisor, or his successor.

The Purchaser's Authorized Representative is Mark Maloney, Public Works Director/City Engineer, or his successor.

6 Amendments, Waiver, and Contract Complete

6.1 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

6.2 **Waiver.** If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

6.3 **Contract Complete.** This contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

7 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

8 Government Data Practices

The Purchaser must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Purchaser or the State.

If the Purchaser receives a request to release the data referred to in this Clause, the Purchaser must immediately notify the State. The State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

9 Publicity

Any publicity regarding the subject matter of this contract must not be released without prior written approval from the State's Authorized Representative.

10 Audit

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

11 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. PURCHASER

The Purchaser certifies that the appropriate person(s) have executed the contract on behalf of the Purchaser as required by applicable articles, bylaws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

2. STATE AGENCY

With delegated authority

By
Title
Date

3. Commissioner of Administration

As delegated to Materials Management Division

By
Date

Distribution
DOC Financial Services Unit – Original (fully executed) contract
Purchaser
State's Authorized Representative
Budget Officer of Authorized Representative
Department of Administration – Materials Management Division

PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To authorize the Mayor and City Manager to execute ICWC Contract with the Minnesota Department of Corrections for the provision of a full time offender work crew for 2017.

ROLL CALL:	AYES	NAYS
JOHNSON	_____	_____
QUIGLEY	_____	_____
WICKSTROM	_____	_____
SPRINGHORN	_____	_____
MARTIN	_____	_____

REGULAR COUNCIL MEETING
November 21, 2016

TO: MAYOR, CITY COUNCIL, AND CITY MANAGER

FROM: MARK MALONEY, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 21, 2017

SUBJECT: AUTHORIZE CONTRACT – MN DEPT OF CORRECTIONS (DOC)

INTRODUCTION

The adopted 2016-2017 budget includes funding for outsourced labor activities. The City has negotiated a contract with the Minnesota Department of Corrections (DOC) for a full time offender work crew and supervisor for 2017. City Council authorization for the contract is requested at this time.

DISCUSSION

The City has utilized a fulltime work crew provided by the Department of Corrections since 2011. This crew has performed the general maintenance and cleaning of the Maintenance Center which has allowed the City to eliminate a contract with an outside cleaning firm. In addition, the work crew performs routine labor functions that support both Public Works and Parks Maintenance activities throughout the year including painting fire hydrants, tree and brush removal, rain garden plantings, roadway median clean-up, clearing walkways and transit stop facilities during the winter, etc. The proposed 2017 budget anticipates the continued use of this resource in areas of city responsibility including Park and Trail Maintenance, Forestry and cleaning services for the Maintenance Center. The total negotiated value of the contract is \$85,000, which reflects a 3% increase. A copy of the proposed contract is attached for reference.

RECOMMENDATION

City Council authorization for execution of the contract with the Minnesota Department of Corrections is requested at this time.

STATE OF MINNESOTA INCOME CONTRACT

This contract is between the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew Program ("State"), and the City of Shoreview, 4600 Victoria Street North, Shoreview, Minnesota 55126 ("Purchaser").

Recitals

1. Under Minn. Stat. §241.278 the State is empowered to enter into income contracts.
2. The Purchaser is in need of an Institution Community Work Crew (ICWC) on an as needed basis.
3. The State represents that it is duly qualified and agrees to provide the services described in this contract, if a ICWC is available when requested by Purchaser.

Contract

1 Term of Contract

- 1.1 **Effective date:** January 1, 2017, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** December 31, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 State's Duties

The State will:

- 2.1 Provide a crew leader who will supervise up to ten (10) offender crewmembers during four (4) 10-hour days per week, including the hours crew leaders spend for daily preparation, communication and travel. The crew leader will take directions as to the location and nature of the work to be completed on a given day as requested by the Purchaser's Authorized Representative or designee.
- 2.2 Train each work crew in safety principles and techniques set forth by applicable federal, state and local agency requirements. Purchaser agrees that the State has the authority to refuse selected projects if it considers the projects beyond the skill level of the crewmembers and/or unsafe to perform.
- 2.3 Provide required personal safety equipment and clothing needed for specific work.
- 2.4 Screen projects to ensure that appropriate staff are assigned.
- 2.5 Submit reports to the Purchaser upon request.

3 Purchaser's Duties

The Purchaser will

- 3.1 Obtain all necessary permits or licenses or special authority for all projects that utilize ICWC labor.
- 3.2 Assign all work and coordinate material purchases and delivery through the ICWC crew leader for projects to be performed by the State.
- 3.3 Hire any subcontractors utilized in the project.
- 3.4 Provide utilities at the work site and set up accounts for the purchase of materials and rental of specialized tools or equipment needed for the work.
- 3.5 Meet with the State as necessary to provide project information needed by the State in the performance of its' duties.

4 Payment

The Purchaser will pay the State for all services performed by the State under this contract as follows: Payment shall be made by the Purchaser to the State in the amount of forty-two thousand five hundred and 00/100 dollars (\$42,500.00) on March 1, 2017, forty-two thousand five hundred and 00/100 dollars (\$42,500.00) on September 1, 2017. Any overtime hours will be billed at the rate of seventy-five and 00/100 dollars (\$75.00) per hour.

The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is eighty five thousand and 00/100 dollars (\$85,000.00), plus any additional overtime hours, as its share of the cost of providing a crew leader and placing the work crews into service on the ICWC Program during the term of this agreement. The Purchaser's share includes time scheduled for training, vacation, sick leave and holidays based on the terms and condition of the crew leaders AFSCME bargaining agreement.

5 Authorized Representatives

The State's Authorized Representative is Scott Miller, ICWC Supervisor, or his successor.

The Purchaser's Authorized Representative is Mark Maloney, Public Works Director/City Engineer, or his successor.

6 Amendments, Waiver, and Contract Complete

6.1 **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

6.2 **Waiver.** If the State fails to enforce any provision of this contract, that failure does not waive the provision or its right to enforce it.

6.3 **Contract Complete.** This contract contains all negotiations and agreements between the State and the Purchaser. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

7 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

8 Government Data Practices

The Purchaser must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Purchaser or the State.

If the Purchaser receives a request to release the data referred to in this Clause, the Purchaser must immediately notify the State. The State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

9 Publicity

Any publicity regarding the subject matter of this contract must not be released without prior written approval from the State's Authorized Representative.

10 Audit

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

11 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

1. PURCHASER

The Purchaser certifies that the appropriate person(s) have executed the contract on behalf of the Purchaser as required by applicable articles, bylaws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

2. STATE AGENCY

With delegated authority

By
Title
Date

3. Commissioner of Administration

As delegated to Materials Management Division

By
Date

Distribution
DOC Financial Services Unit – Original (fully executed) contract
Purchaser
State's Authorized Representative
Budget Officer of Authorized Representative
Department of Administration – Materials Management Division

MOTION TO APPROVE MINOR SUBDIVISION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the minor subdivision request submitted by Ivan and Joan Policoff to adjust the property boundary between their property located at 4380 Reiland Lane and the neighboring property to the south at 4376 Reiland Lane, owned by Keith and Kendal Loewen, subject to the following conditions:

Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. Resulting Parcel B shall be combined with the existing property at 4376 Reiland Lane (Parcel A), creating a single lot.
4. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

This motion is based on the following findings:

1. The subdivision is consistent with the policies of the Comprehensive Plan and in compliance with the regulations of the Development Code.
2. The proposed lots conform to the adopted City standards for the (R1) Detached Residential Zoning and Shoreland Overlay Districts, with the exception of lot width for 4376 Reiland Lane. The subdivision and required lot combination will increase the lot width of 4376 Reiland Lane.
3. Resolution 16-105 was adopted by the Planning Commission approving the 100 foot lot width variance.

ROLL CALL: **AYES** _____ **NAYS** _____

Johnson	_____	_____
Quigley	_____	_____
Wickstrom	_____	_____
Springhorn	_____	_____
Martin	_____	_____

Regular Council Meeting
November 21, 2016

TO: Mayor, City Council and City Manager
FROM: Niki Hill, AICP, Economic Development and Planning Associate
DATE: November 17, 2016
SUBJECT: File No. 2642-16-41, Minor Subdivision and Variance, Policoff/Loewen 4380 Reiland Lane

INTRODUCTION

Ivan and Joan Policoff have submitted a minor subdivision application to adjust the property boundary between their property located at 4380 Reiland Lane and the neighboring property to the east at 4376 Reiland Lane owned by Keith and Kendal Loewen. The Loewen's were granted a variance for the requirement that riparian parcels have a minimum 100 foot width at the November 15th Planning Commission meeting.

The application was complete November 2nd, 2016

BACKGROUND

The boundary adjustment will detach the 9,586 square feet portion of Lot 4 owned by the Policoff's (see attached map), with the exception of the 191 square foot driveway area in the southwest corner, so it can be combined with the 9,939 square foot other half of Lot 4 at the adjoining property to the East at 4376 Reiland Lane. No additional lots will be created, no trees will be removed, no buildings will be constructed, and no private driveways will be changed. The variance was needed because the combination of both parts of Lot 4 will still not meet the 100 foot width requirement of a riparian lot per our Shoreland Regulations.

Both of the riparian properties are developed with detached single-family uses with access off of Reiland Lane.

DEVELOPMENT ORDINANCE REQUIREMENTS

Minor subdivisions require review by the Planning Commission and approval by the City Council. Minor subdivisions must be reviewed in accordance with subdivision and zoning district standards in the Development Regulations.

As both the properties are riparian lots are subject to the City's Shoreland Regulations. Riparian properties in the Shoreland District of Snail Lake must be at least 15,000 square feet in size and have a width of at least 100' as measured at the front property line, building setback, and OHW. A variance was approved to waive the 100 foot lot width for 4376 Reiland Lane.

APPLICANTS' STATEMENTS

The applicant states that the purpose of the subdivision request is to transfer 9,586 square feet of land from Lot 4 to their neighbors Mr. and Mrs. Loewen at 4376 Reiland Lane, who own the other ½ of lot 4. The applicants will sell their ½ of Lot 4 to Mr. and Mrs. Loewen to make-up

Lot 4, as originally platted, but reserving a driveway area in the southwest corner of Lot 4 for continued access from Reiland Lane to their home which sits on Lots 5 and 6.

STAFF REVIEW

Minor Subdivision

The boundary adjustment will detach the 9,586 square feet portion of Lot 4 owned by the Policoff's (see attached map) so it can be combined with the 9,939 square foot other half of Lot 4 at the adjoining property to the East at 4376 Reiland Lane. The increased area will be to double the size of 4376 Reiland lane and assist in the marketability of the lot. No new lots or further subdivision is being proposed as this time.

With the proposed lot line adjustment, the resulting parcels will exceed the minimum lot area and but 4736 Reiland Lane will not meet the required 100 foot width requirement per the Shoreland Regulations.

	Property Width	Property Area
4380 Reiland Lane	Approx. 160 feet	142,085 sq. ft.*
4376 Reiland Lane	Approx. 89 feet	19,525 sq. ft*
City Requirement Riparian	100 feet	15,000 sq. ft.*
City Requirement R1	75feet	10,000 sq. ft

* Area is measured above the Ordinary High Water of Snail Lake

Both of the existing homes would remain. New drainage and utility easements are proposed for the new lot boundaries. The existing setbacks of structures on each existing lot are not affected by the boundary adjustment.

The proposed subdivision complies with City requirements. No Public Recreation Use Dedication fee is required for this property boundary adjustment since no new homesite will be created as a result of this approval.

SHORELAND MITIGATION

A shoreland mitigation plan must be submitted for residential development that requires a land use approval, including a variance. The intent of the plan is to mitigate the adverse effects land development has on water quality and the lake environment. Site disturbance for this project will be

non-existent and not have an impact on water quality and the lake environment. Therefore, City staff is recommending the mitigation requirement be waived.

PUBLIC COMMENT

Property owners within 350 feet were notified of the applicant's request. No comments have been received.

PLANNING COMMISSION

The Planning Commission reviewed the application at their November 15th meeting. The Commission unanimously (6-0) approved the variance for the 100 foot width requirement of 4376 Reiland Lane and recommended approval of the proposed minor subdivision to the City Council.

STAFF RECOMMENDATION

The minor subdivision application has been reviewed in accordance with the standards of the Development Regulations and found to be in compliance with these standards. Staff recommends that the City Council approve the minor subdivision, subject to the following conditions:

Minor Subdivision

1. The minor subdivision shall be in accordance with the plans submitted.
2. Public drainage and utility easements with a width of 5-feet on each side of the new common property line shall be conveyed to the City. The applicant shall be responsible for providing legal descriptions for all required easements. The easements shall be conveyed before the City will endorse deeds for recording.
3. Resulting Parcel B shall be combined with the existing property at 4376 Reiland Lane (Parcel A), creating a single lot.
4. This approval shall expire after one year if the subdivision has not been recorded with Ramsey County.

Attachments

- 1) Location Map
- 2) Submitted Statement and Plans
- 3) Response to Request for Comment
- 4) Motion




















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NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend



-  City Halls
-  Schools
-  Hospitals
-  Fire Stations
-  Police Stations
-  Recreational Centers
-  Parcel Points
-  Parcel Boundaries
-  Airports
-  Parks (8-64K)
-  State Park
-  Regional Parks, Preserves, and Open Space
-  County Park
-  Local Parks
-  Golf Course
-  Special Use Facility
-  Rec Center

Notes

Enter Map Description

CERTIFICATE OF SURVEY

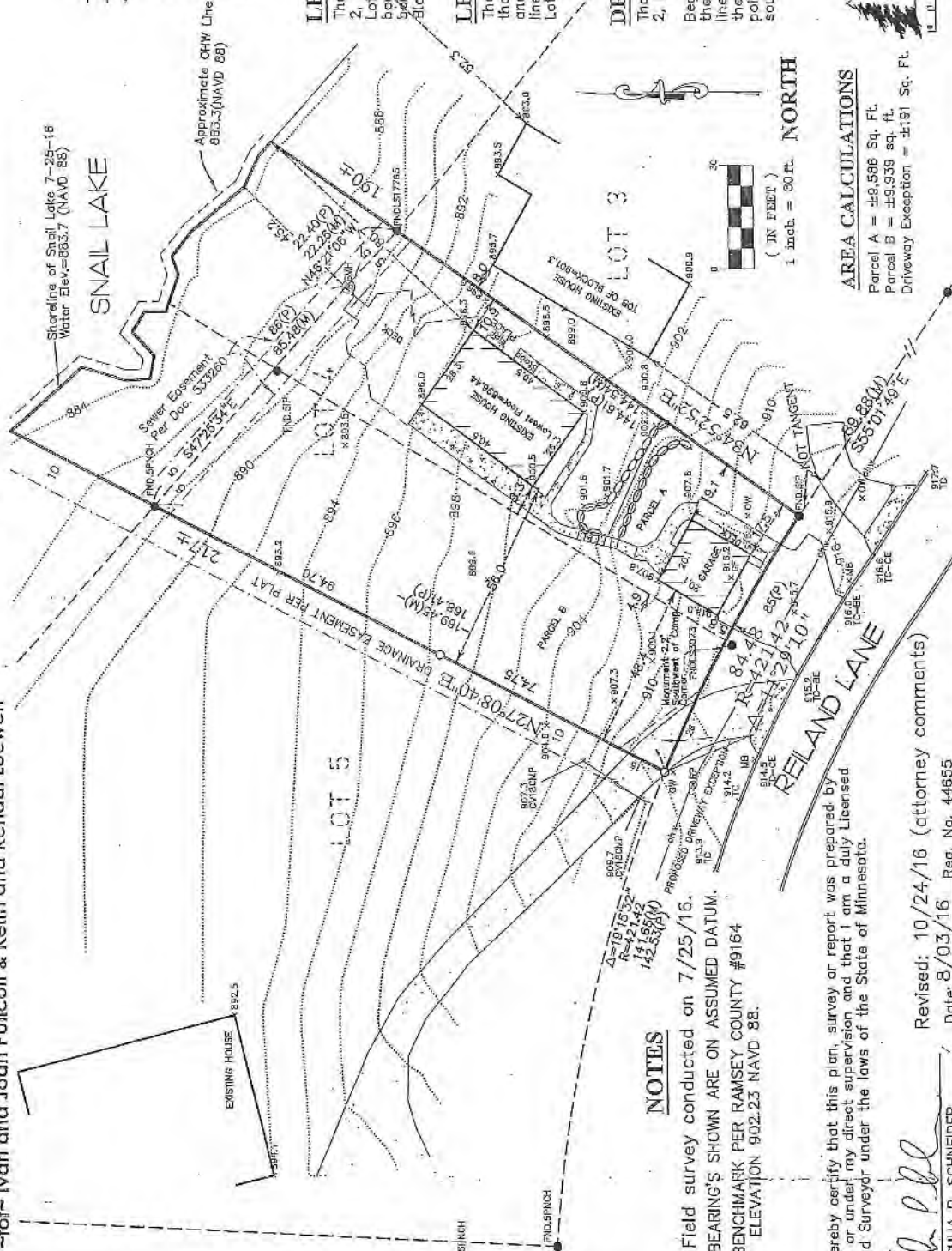
PROPERTY ADDRESS: 4376 Reiland Lane
Shoreview, MN

for Ivan and Joan Pollicoff & Keith and Kendal Loewen

MINOR SUBDIVISION

LEGEND

- DENOTES IRON MONUMENT FOUND
- DENOTES UTILITY POLE
- ⊙ DENOTES SANITARY SEWER MANHOLE
- DENOTES EXISTING CONTOUR
- DENOTES OVERHEAD WIRE
- DENOTES STORM SEWER
- DENOTES RETAINING WALL
- x101.2 DENOTES EXISTING ELEVATION.
- DENOTES GRAVEL
- DENOTES CONCRETE
- DENOTES BITUMINOUS
- DENOTES PATIO PAVERS



Parcel A

LEGAL DESCRIPTION per Certificate #364652
That portion of Lot 4, Block 3, Boken Addition Plat No. 2, that lies Southeast of a line which bisects this Lot and which lies midway between the common boundary line of Lots 3 and 4 and the common boundary line of Lots 4 and 5, all of said lots lying in Block 3.

Parcel B

LEGAL DESCRIPTION per Certificate #209496
That part of Lot 4, Block 3, Boken Addition Plat No. 2, that lies Northwest of a line which bisects this Lot and which lies midway between the common boundary line of Lots 3 and 4 and the common boundary line of Lots 4 and 5, Block 3, Boken Addition Plat No. 2.

DRIVEWAY EXCEPTION

That part of Lot 4, Block 3, BAKEN ADDITION PLAT NO. 2, Ramsey County, Minnesota described as follows:

Beginning at the southwest corner of said Lot 4, thence northeasterly 15 feet along the northwesterly line of said Lot 4; thence southeasterly to a point on the south line of said Lot 4 distant 26 feet from the point of beginning; thence northwesterly along said south line to the point of beginning.

JOB #16414

ACRE LAND SURVEYING
Serving Twin Cities Metro area and beyond
763-238-6278 js.acrelandsurvey@gmail.com

AREA CALCULATIONS

Parcel A = ±8,596 Sq. Ft.
Parcel B = ±9,938 sq. ft.
Driveway Exception = ±191 Sq. Ft.

NOTES

- Field survey conducted on 7/25/16.
- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- BENCHMARK PER RAMSEY COUNTY #9164 ELEVATION 902.23 NAVD 88.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

[Signature]
JOSHUA P. SCHNEIDER

Revised: 10/24/16 (attorney comments)
Date: 8/03/16 Reg. No. 44655

Minor Subdivision: additional filing requirements

Evidence of legal interest of applicant: see attached copy of Certificate of Title no. 209494

A statement describing the intended use of the property: Our neighbors, Mr. and Mrs. Loewen at 4376 Reiland Lane, own the other ½ of Lot 4. Applicants will sell their ½ of Lot 4 to Mr. and Mrs. Loewen to make-up Lot 4 as it was originally platted, but reserving to applicants a driveway area in the southwest corner of Lot 4 (see attached survey) so applicants continue to have access from Reiland Lane to their home which sits on Lots 5 and 6. Mr. and Mrs. Loewen will be submitting their required application at the same as this application for minor subdivision.

Attached: Certificate of Survey

Proposed Motion

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

To approve the Paid Parental Leave Policy effective January 1, 2017 as recommended in the attached staff report.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

Regular Council Meeting
November 21, 2016

v:\word\Paid Parental Leave CC Motion

Memorandum

Date: November 15, 2016

To: MAYOR AND CITY COUNCIL

From: Laurie D. Elliott, Human Resources Director *L. Elliott*

Re: Paid Parental Leave Policy

Background

Under federal and state law employees are entitled to 12 weeks of leave for the birth or adoption of a child. During this time the employee's job is protected, and they continue to receive insurance benefits in the same manner as if they were still at work. However, there is no legal requirement that this time be paid. Childbirth and adoption can take a significant financial and emotional toll on working parents, thereby impacting their ability to serve the public.

Discussion

Attached is a draft Paid Parental Leave policy. The purpose of this program is to reduce the financial toll childbirth and adoption can have on a family, as well as help to attract and retain employees. In addition, it highlights Shoreview's commitment to being a progressive organization that embraces families and helps parents.

The key elements of this policy include:

1. The policy applies to Regular employees, male and female, working in benefitted positions.
2. The employee must have worked for the City of Shoreview for at least 1 year, and worked 20 or more hours per week (similar to Family Medical Leave criteria).
3. The first three weeks of leave would be paid at 100% of the employee's normal base wage. The birthing mother would then qualify for the short-term disability program.

Impact on Budget

Employee wages are budgeted as year-round positions, so a Paid Parental Leave policy would not require additional funds to be set aside for this program. It is anticipated that 1 - 2 employees would use this program each year. The average cost per leave would be approximately \$3500.

Recommendation

Staff recommends approval of the Paid Parental Leave policy effective January 1, 2017.

Policy: PAID PARENTAL LEAVE

Section: 8.37

Approved by: City Council

Page: 1 of 3

Effective Date: 1/1/17

Policy

The City of Shoreview will provide up to 21 calendar days of Paid Parental Leave to eligible employees due to the birth of an employee's child or the placement within the employee's home of an adopted child. An eligible parent is defined as a biological parent or an adoptive parent, regardless of gender. This policy is separate and distinct from any other City benefit.

Eligibility

To be eligible for leave under this policy an employee must meet the following criteria:

- 1) Be a Regular employee who has been employed by the City for at least one continuous year. See Handbook Section 3.10 for the definition of a Regular employee.
- 2) Has worked at least 20 hours per week for a minimum of one continuous year.

Surrogate mothers and sperm or egg donors are excluded from coverage under this policy. If both parents are eligible employees, each will be able to utilize Paid Parental Leave according to the provisions of this policy. Paid Parental Leave is not available for foster care placement.

Time Granted

Regular full-time employees will receive 21 calendar days of Paid Parental Leave per birth or adoption. Regular part-time employees will receive pro-rated Paid Parental Leave based on their budgeted FTE (full-time equivalent) at the time of the birth or adoption. The 21 calendar days will begin on the date of the birth or placement for adoption.

The amount of Paid Parental Leave does not increase due to the birth/adoption of multiples (i.e., twins, triplets). Medical conditions and/or other circumstance will not increase the length of paid leave granted. There is not a limit to the number of times an employee can use Paid Parental Leave.

Unpaid Parenting Leave will also be provided to eligible employees in accordance with the MN Parenting Leave Act (See Section 8.35).

Policy: PAID PARENTAL LEAVE

Section: 8.37

Approved by: City Council

Page: 2 of 3

Payment Amount Paid Parental Leave begins on the date of birth or placement for adoption.

The Paid Parental Leave benefit is 100% of the employee's regular base wage. It does not include overtime, supplemental pay, and/or any other additional pay. The paid leave is for all regularly scheduled workdays/hours during the 21 calendar day period, not to exceed 120 hours total for Regular full-time employees; and not to exceed the FTE work days/hours for a Regular part-time employee during the 21 calendar day period.

For the purpose of this benefit, a holiday will be counted as a regular work day and will be included in the 21 calendar day count.

Any unused Paid Parental Leave at the end of the 21 calendar day period will be forfeited.

If an employee separates from employment with the City during the 21 calendar day period, they will only receive Paid Parental Leave until their last day of employment.

**Employee
Responsibilities**

- 1) Notify your supervisor a minimum of 30 days in advance of the expected delivery or adoption to assist your supervisor in workforce planning prior to your absence.
- 2) Submit proof of birth or adoption if requested by the City. For birth, documentation verifying the baby's date of birth must include the employee's name. For adoption, proof that a petition for adoption has been filed with the court.
- 3) In addition to requesting Paid Parental Leave, you may wish to contact Human Resources to request FMLA (Family Medical Leave) paperwork at least 30 days prior to the anticipated leave date. If a 30 day notice is not possible, then notify Human Resources as soon as practical. (See Section 8.30)
- 4) A fraudulent request for Paid Parental Leave is grounds for discipline up to and including termination from employment.

Policy: PAID PARENTAL LEAVE

Section: 8.37

Approved by: City Council

Page: 3 of 3

Affect on Benefits The City benefit contribution and annual leave accrual will continue during Paid Parental Leave. The employee's share of premiums will be deducted from the employee's pay in accordance with normal practices.

For birthing parents, Paid Parental Leave will run concurrently with FMLA (See Section 8.30), MN Parenting Leave (See Section 8.35), and Short-term Disability coverage (See Section 7.05), if applicable. For non-birthing parents, Paid Parental Leave will run concurrently with FMLA (See Section 8.30) and MN Parenting Leave (See Section 8.35), if applicable. Paid Parental Leave does not extend the length of these leaves or programs.

PROPOSED MOTIONS

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to close the Public Hearing.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve the transfer of the On-Sale Intoxicating Liquor and Sunday On-Sale Intoxicating Liquor licenses from Thomas Meister, d/b/a Meister's Bar and Grill, at 1056 Highway 96 in the Shoreview Village Mall to Tracy Mars, Stanshore Enterprises d/b/a Shore 96.

ROLL CALL: AYES _____ NAYS _____

JOHNSON	_____	_____
QUIGLEY	_____	_____
SPRINGHORN	_____	_____
WICKSTROM	_____	_____
MARTIN	_____	_____

TO: MAYOR AND COUNCILMEMBERS

FROM: AMY TRUHLAR
DEPUTY CLERK

DATE: NOVEMBER 16, 2016

SUBJECT: TRANSFER OF LIQUOR LICENSE—MEISTER’S BAR AND GRILL

INTRODUCTION

An application has been received for a transfer of the on-sale intoxicating liquor and Sunday on-sale intoxicating liquor licenses from Thomas Meister d/b/a Meister’s Bar and Grill, located at 1056 Highway 96, to Tracy Mars, Stanshore Enterprises, d/b/a Shore 96. The City Council must hold a public hearing and approve the transfer of these licenses.

BACKGROUND

Meister’s Bar and Grill currently holds intoxicating on-sale and Sunday intoxicating on-sale liquor licenses and has held these licenses since 2007. According to City Code, no license may be transferred from one person to another without consent of the City Council.

An application (attached) has been received from Tracy Mars for a transfer of the liquor licenses currently held by Thomas Meister, owner of Meister’s Bar and Grill. The license application is complete and necessary insurance has been submitted by the new owner. In addition, background checks on Tracy Mars and the restaurant manager, Amy Rundle were completed by the Ramsey County Sheriff’s Department. The background checks have shown there are no violations.

The restaurant will be renamed Shore 96 and is expected to open in early December. The restaurant is currently undergoing some renovations and updating and will feature a new menu.

RECOMMENDATION

Staff recommends that the Council hold the required public hearing and approve the transfer of the on-sale intoxicating liquor and Sunday on-sale intoxicating liquor licenses from Thomas Meister d/b/a Meister’s Bar and Grill to Tracy Mars, Stanshore Enterprises d/b/a Shore 96.

CITY OF SHOREVIEW LIQUOR LICENSE APPLICATION

This license application will not be processed until the following applicable information is provided, along with the necessary attachments and fees:

1. Type(s) of Liquor License(s) for which application is submitted:

- | | |
|------------------------------------------------------------------------------|---------|
| <input type="checkbox"/> Intoxicating Liquor On Sale | \$5,000 |
| <input type="checkbox"/> Intoxicating Liquor On Sale w/Training | \$4,000 |
| <input type="checkbox"/> Intoxicating Liquor On Sale Wine | \$1,000 |
| <input type="checkbox"/> Intoxicating On Sale Vet. Organization | \$ 300 |
| <input checked="" type="checkbox"/> Transfer | \$ 200 |
| <input type="checkbox"/> Intoxicating Liquor Off Sale | \$ 200 |
| <input type="checkbox"/> Intoxicating Liquor Sunday Sale | \$ 200 |
| <input type="checkbox"/> 3.2 Percent Liquor On Sale | \$ 150 |
| <input type="checkbox"/> 3.2 Percent Liquor Off Sale | \$ 50 |
| <input type="checkbox"/> Intoxicating or 3.2 Percent Liquor
Special Event | \$ 10 |

2. Person making application:

Name Tracy Mars
 Address 5466 Lake Ave, Shoreview MN 55126
 Telephone 612-270-7516 Date of Birth 6/7/75

3. Partnership application (information required in addition to Number 2 where license is to be issued in the name of a Partnership).

Name of partnership _____
 Address _____
 Telephone number _____
 Date of partnership formation _____
 MN Tax ID _____ Federal Tax ID _____
 Name, address, telephone number, and date of birth of all partners:

Name	Address	Telephone	Date of Birth

4. Corporation application (information required in addition to Number 2 where license is to be issued in the name of a Corporation).

Name of corporation Stanshore Enterprises LLC
Address 5466 Lake Ave Shoreview MN 55126
Telephone number 612-270-7516
Date of incorporation 9/28/2016
MN Tax ID 4725623 Federal Tax ID 81-3987998
Is Corporation authorized to do business in Minnesota? yes
Name, address, telephone number, and date of birth of all shareholders and officers:

Name	Address	Telephone	Date of Birth
Tracy Mars	5466 Lake Ave Shoreview MN	612-270-7516	06/07/75

5. Application for **3.2 PERCENT LIQUOR SPECIAL EVENT LICENSE**. (information is required in addition to Number 2 where application is for 3.2 Percent Liquor Special Event).

Name of organization _____
Address _____
Telephone number _____
Date _____
Place of special event _____
General description of the special event and purpose: _____

Are you requesting the City waive the investigation fee? _____

6. **BUSINESS NAME** to be used in connection with the liquor license? Shore 96

7. Property on which **Business** will be conducted:

Post office address 1056 Highway 96 W Shoreview MN
Legal description _____

Name, address, and telephone number of legal entity which owns the premises on which the business will be conducted:

NAME	ADDRESS	TELEPHONE
Shoreview Grand Limited Partnership		763-258-3473

8. List the full name, addresses and telephone numbers of the manager(s), assistant manager(s), and any other individual with management responsibilities for the premises to be licensed:

NAME	ADDRESS	TELEPHONE
Amy Rundle	60 104th Lane NE Blaine, MN 55434	763-227-5814

9. Describe, generally, the type of business to be conducted, the services to be offered, and the items to be sold on the licensed premises:

Restaurant - Food, Beer, liquor, wine,
non-alcoholic beverages

10. State the total cost of assets acquired to start this business including the business premises, if purchased, fixtures, furniture, equipment, merchandise for resale, cash for working capital, prepaid insurance and any other assets. (If acquired from predecessor, attach purchase agreement):

Purchase agreement attached

11. Of the above cost of assets acquired, state the amount that is provided by the person(s) investing in this business:

100%

12. The following items must be attached and submitted with this application, along with all required fees:

- ☒ Completed and verified license application form as prescribed by the Commissioner of Public Safety (for all licenses except 3.2 Percent Liquor Special Event-SV Code 801.040(B).
- ☒ Scale drawing of floor plan of premises to be licensed showing its relationship to boundaries of property on which the premises is located (for all initial license applications-SV Code 801.040(D).

- ☒ Certificate of Insurance (for all Intoxicating Liquor On Sale, Intoxicating Liquor On Sale Wine, and Intoxicating Liquor Off Sale-SV Code 801.040(F)).
- ☒ Filed copy of Articles of Incorporation (for Corporate applications only).
- ☒ Executed copy of Partnership Agreement (for Partnership applicants only).
- ☒ Copy of lease (where applicant does not own property or premises on which business will be conducted).
- ☒ \$200.00 investigation fee (for all new applications or for liquor license transfers where authorized-SV Code 801.040(A)).

Dated this 11 day of October, 200 16

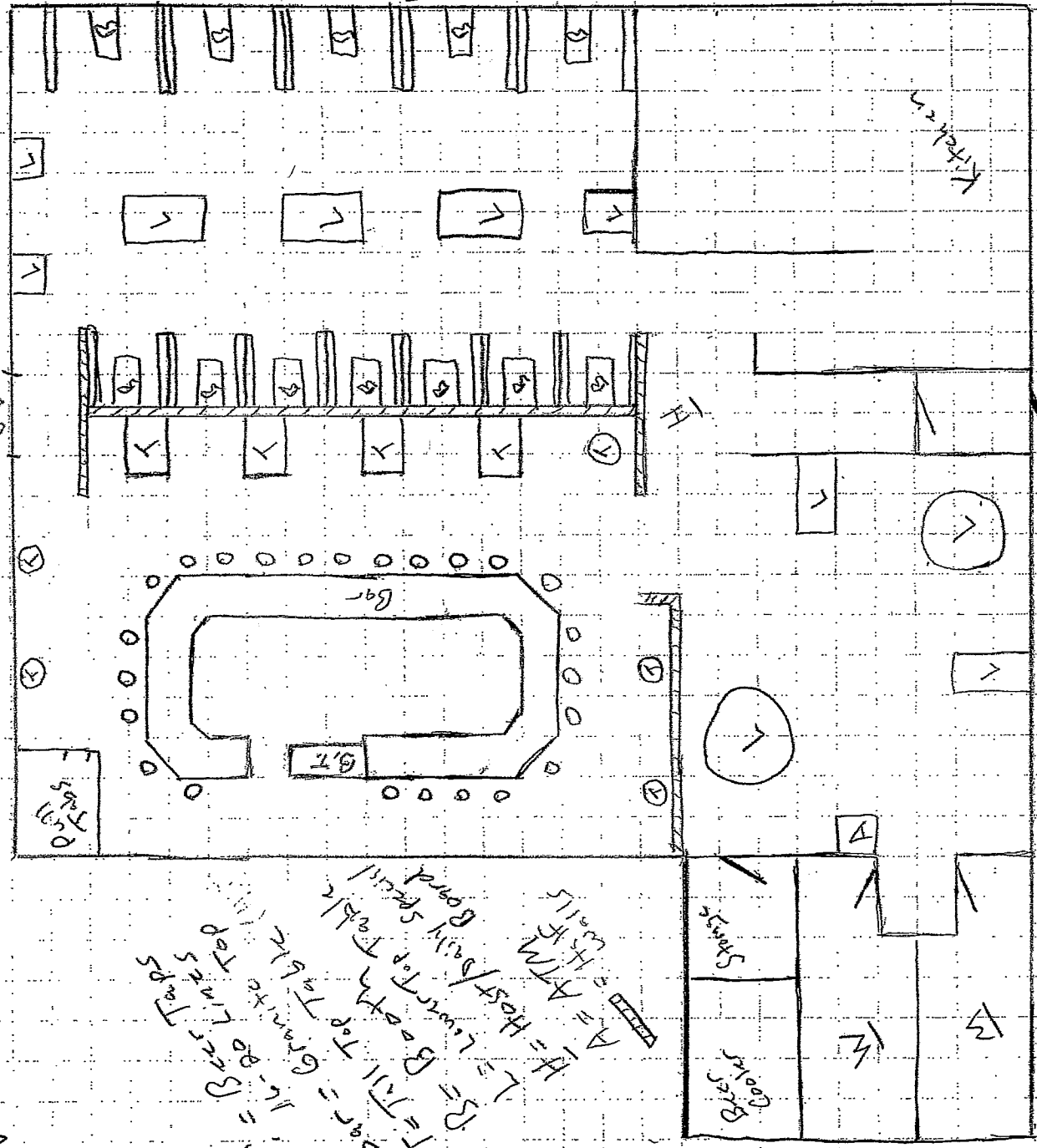
I, hereby, under oath, state that the information contained in this Application is true and correct to the best of my knowledge; that I have received a copy of the Shoreview Liquor Ordinance; and that I will notify the City of Shoreview as soon as any of the facts in this Application change. I further acknowledge that the falsification of any information contained in this Application will be cause for denial of the License Application or for revocation of a license which has been issued.

Tracy Mars

Individual Making Application

Strip M₂ 11

Hamill's Strip W. Hillyway →



0.1245
25630
0.4212

$A = H \oplus M$

$H = Host$

$M = Memory$

$L = Location$

$B = Base$

$T = Target$

$S = Source$

$D = Destination$

$R = Register$

$I = Instruction$

$O = Operation$

$C = Control$

$E = Execution$

$F = Function$

$G = Group$

$P = Process$

$Q = Queue$

$V = Value$

$X = Extension$

$Y = Yield$

$Z = Zero$

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PROPOSED MOTION

MOVED BY COUNCILMEMBER _____

SECONDED BY COUNCILMEMBER _____

to approve Ordinance 946, An Ordinance Amending City Code 706, Tobacco Products

ROLL CALL: AYES _____ NAYS _____

JOHNSON _____

QUIGLEY _____

SPRINGHORN _____

WICKSTROM _____

MARTIN _____

TO: MAYOR AND COUNCILMEMBERS

FROM: TERRY SCHWERM, CITY MANAGER

DATE: NOVEMBER 16, 2016

SUBJECT: ORDINANCE AMENDMENT – SECTION 706 - TOBACCO REGULATIONS

INTRODUCTION

The City Council recently met with representatives from the North Suburban Tobacco Compliance Project/ Ramsey Tobacco Coalition to discuss the City's current tobacco regulations and further steps that could be taken to reduce youth access to tobacco products. After discussing potential methods to further reduce youth access to tobacco, the Council asked the staff to bring an ordinance to the Council that would limit the sale of flavored tobacco products to licensed tobacco shops. Attached is an ordinance amendment for consideration by the Council.

BACKGROUND

Since April, the City Council has met in workshop sessions with representatives of the North Suburban Tobacco Compliance Project/Ramsey Tobacco Council on two occasions. At these meetings, the City Council reviewed recent compliance check results and also discussed potential ordinance amendments intended to reduce youth access to tobacco products. The amendments that were discussed included establishing minimum prices on cigars and cigarillos and limiting the sale of flavored tobacco products to tobacco shops. Several cities have now adopted minimum pricing ordinances while Minneapolis and St. Paul have adopted ordinances that include both minimum pricing and restrictions on the sale of flavored tobacco products.

Following the workshop meeting in April, staff held a meeting that was attended by several of the city's licensed tobacco vendors along with representatives from the National Association of Tobacco Outlets and the Minnesota Retailer's Association. All of the people in attendance were opposed to a minimum pricing ordinance for the following reasons:

- Minimum pricing will have an economic impact on Shoreview retailers and place them at a comparative disadvantage to other retailers.
- Since these products would still be available at other locations, it would not reduce youth access.
- Some lower priced cigar products are not targeted at youth and should not have a minimum price point as proposed.

At their September workshop meeting, the Council again discussed potential ordinance amendments that would reduce youth access to tobacco products. After some discussion, the Council asked staff to prepare an ordinance for consideration that would limit the sale of flavored tobacco products to licensed tobacco shops (no one under the age of 18 is allowed to enter a tobacco shop). The

attached ordinance has been prepared for consideration by the City Council. Staff also provided written notice to the City's eleven licensed tobacco vendors that the Council would be considering this amendment at its November 21, 2016 meeting.

After sending notification to the City's vendors, the City Council received the attached letters from the NATO (National Association of Tobacco Outlets) and the MSSA (Minnesota Service Stations and Convenience Store Association) expressing concern about the economic impacts of the proposed ordinance on the City's licensed tobacco vendors. The City staff hosted another meeting with the licensed tobacco vendors on November 3rd, and one vendor attended the meeting. The vendor indicated that they were opposed to the proposed restrictions on flavored tobacco sales and would prefer a minimum price regulation for cigars and cigarillos.

The City has also received a letter from two Councilmembers in St. Paul expressing support for the proposed ordinance amendment. The letter indicates that this restriction has been implemented in St. Paul without an impact on the number of licensed tobacco vendors in the City. Also attached is a letter of support from Jeanne Weigum, Presidents of the Association of Non-Smokers in Minnesota, expressing support for the proposed ordinance, as well as a other letters of support that have been received regarding the proposed ordinance.

The proposed ordinance includes several changes to the definition section of the tobacco regulations, including definitions of electronic delivery devices and flavored tobacco products. The most significant change is the addition of Section 706.065, which limits the sale of flavored tobacco products to tobacco shops. As noted earlier, anyone under 18 is prohibited from entering tobacco shops.

Importantly, the flavored products definition excludes menthol, mint, or wintergreen flavored cigarettes and tobacco products. Therefore, licensed vendors will still be able to sell menthol cigarettes and mint or wintergreen flavored chewing tobacco or e-cigarettes. According to convenience store industry publications such as Convenience Store News and Convenience Store and Fuel News, about 95% of all tobacco sales are from cigarettes, leaving only about 5% coming from cigars, e-cigarettes, and chewing tobacco. The 5% includes menthol cigarettes and flavored tobacco products, so it is estimated that the prohibition on the sale of flavored tobacco products will impact less than 5% of total tobacco sales for convenience stores.

RECOMMENDATION

Based on the foregoing information, it is recommended that the City Council adopt the amendment to Section 706, Tobacco Products that limits the sale of flavored tobacco products to tobacco shops.

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF SHOREVIEW

ORDINANCE NO. 946

AN ORDINANCE AMENDING CITY CODE 706, TOBACCO PRODUCTS

The Shoreview City Council ordains that Section 706 of the Shoreview Municipal Code is amended to read as follows:

706 Tobacco Products

706.010 Purpose and Intent. The purpose of this ordinance is to regulate the sale, possession and use of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, , tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time. In making these findings, the City Council accepts the conclusions and recommendations of the U.S. Surgeon General reports, “The Health Consequences of Smoking—50 Years of Progress” (2014) and “Preventing Tobacco Use Among Youth and Young Adults” (2012); the Center for Disease Control in their studies, “Tobacco Use Among Middle and High School Students – United States, 2011-2015,” and “Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States, 1997,” and of the following medical professionals in these medical journals: Xin Xu et al., Annual Healthcare Spending Attributable to Cigarette Smoking: An Update, Am. J. Prev. Med. 48(3): 326-33 (Mar. 2015); Giovino GA, “Epidemiology of Tobacco Use in the United States,” Oncogene (2002) 21, 7326-40; Khuder SA, et al., “Age at Smoking Onset and its Effect on Smoking Cessation,” Addictive Behavior 24(5):673-7, September-October 1999; D’Avanzo B, et al., “Age at Starting Smoking and Number of Cigarettes Smoked,” Annals of Epidemiology 4(6):455-59, November 1994; Chen, J & Millar, WJ, “Age of Smoking Initiation: Implications for Quitting,” Health Reports 9(4):39-46, Spring 1998; Everett SA, et al., “Initiation of Cigarette Smoking and Subsequent Smoking Behavior Among U.S. High School Students,” Preventive Medicine, 29(5):327-33, November 1999, copies of which are adopted by reference.

706.020 Definitions. Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (A) **Compliance Checks.** The system the city uses to investigate and ensure that those authorized to sell tobacco, tobacco- related devices,

electronic delivery devices, and nicotine or lobelia delivery products are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of minors as authorized by this ordinance. Compliance checks shall also mean the use of minors who purchase or attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products for educational, research and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of investigating or enforcing appropriate federal, state or local laws and regulations relating to tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery devices.

- (B) Electronic Delivery Device. Any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- (C) Flavored Product. Any tobacco product, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product that contains a taste or smell, other than the taste or smell of tobacco, menthol, mint, or wintergreen, that is distinguishable by an ordinary consumer either prior to or during the consumption of the tobacco product, electronic delivery device, or nicotine or lobelia delivery device, including, but not limited to, any taste or smell relating to chocolate, cocoa, vanilla, honey, fruit, or any candy, dessert, alcoholic beverage, herb, or spice. A public statement or claim, whether express or implied, made or disseminated by the manufacturer of a tobacco product, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such product or device, that the product or device has or produces a taste or smell other than tobacco, menthol, mint, or wintergreen, shall constitute presumptive evidence that the product or device is a flavored product.
- (D) Individually Packaged. The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be

considered individually packaged.

- (E) Indoor Area. All space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.
- (F) Loosies. The common term used to refer to a single or individually packaged cigarette or any other tobacco product that has been removed from its packaging and sold individually. The term “loosies” does not include individual cigars with a retail price, before any sales taxes, of more than \$2.00 per cigar.
- (G) Minor. Any natural person who has not yet reached the age of 18 years.
- (H) Moveable Place of Business. Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.
- (I) Nicotine or Lobelia Delivery Products. Any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section. Nicotine or lobelia delivery products does not include any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation or for other medical purposes and is being marketed and sold solely for that approved purpose.
- (J) Retail Establishment. Any place of business where tobacco, tobacco products, tobacco-related devices, or delivery devices are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, restaurants, and drug stores.
- (K) Sale. Any transfer of goods for money, trade, barter or other consideration.
- (L) Self-Service Merchandising. Open displays of tobacco, tobacco products, tobacco-related devices, or delivery devices in any manner where any person shall have access to the tobacco, tobacco products, tobacco-related devices, or delivery devices, without the assistance or intervention of the licensee or the licensee’s employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, tobacco-related device, or delivery device between the customer and the licensee or employee. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the product between the clerk and the customer.

- (M) Tobacco or Tobacco Products. Tobacco or tobacco products includes cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars, cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff, snuff flour, cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts, refuse scraps, clipping, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- (N) Tobacco-Related Devices. Tobacco-related devices includes any tobacco product as well as a pipe, rolling papers, ashtray, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products.
- (O) Vending Machine. Any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products or tobacco-related devices or delivery device upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product or tobacco-related device.

706.030

License.

- (A) License Required. No person shall sell or offer to sell any tobacco, tobacco-related device, electronic delivery device or nicotine or lobelia delivery products without first having obtained a license to do so from the city.
- (B) Application. An application for a license to sell tobacco, tobacco-related devices, electronic delivery device or nicotine or lobelia delivery products shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the City Clerk shall forward the application to the City Council for action at its next regularly scheduled City Council meeting. If the City Clerk shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.
- (C) Action. The City Council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to

complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Clerk shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the City Council's decision.

- (D) Term. All licenses issued under this section shall be valid for the calendar year during which it is approved.
- (E) Revocation or Suspension. Any license issued under this section may be revoked or suspended as provided in Section 706.130.
- (F) Transfers. All licenses issued under this section shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.
- (G) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this section.
- (H) Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premise.
- (I) Renewals. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
- (J) Issuance as privilege and not a right. The issuance of a license issued under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.
- (K) Smoking. Smoking shall not be permitted and no person shall smoke within the indoor area of any retail establishment or any licensed retail tobacco shop. Smoking for the purposes of sampling tobacco, tobacco related devices, electronic delivery devices or nicotine or lobelia delivery products or any other product is prohibited.

706.040 **Fees.** No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established in the City Code Exhibit B, as it may be amended from time to time.

706.050 **Basis for Denial of License.**

- (A) Grounds for denying the issuance or renewal of a license under this

chapter include but are not limited to the following:

- (1) The applicant is under the age of 18 years.
 - (2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco, , tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products.
 - (3) The applicant has had a license to sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products revoked within the preceding 12 months of the date of application.
 - (4) The applicant fails to provide any information required on the application, or provides false or misleading information.
 - (5) The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.
- (B) However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license;
- (C) If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

706.060

Prohibited Sales. It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products:

- (A) To any person under the age of 18 years.
- (B) By means of any type of vending machine.
- (C) By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco- related device, electronic delivery device, or nicotine or lobelia delivery products and whereby there is not a physical exchange of the tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products between the licensee, or the licensee's employee, and the customer.
- (D) By means of loosies as defined in Section 706.020(D).
- (E) Containing opium, morphine, jimson weed, bella donna, strychnos,

cocaine, marijuana, or other deleterious, hallucinogenic, toxic or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products.

- (F) By any other means, to any other person, or in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

706.065 **Flavored products.** No person shall sell, offer for sale, or otherwise distribute any flavored products. This restriction does not apply to retail establishments that:

- (1) Prohibit minors from entering at all times; and
- (2) Derive at least ninety (90) percent of their revenues from the sale of tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products.

Any retail establishment that sells flavored products must provide upon request financial records that document annual sales.

706.070 **Self-Service Sales.** It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products by any means whereby the customer may have access to those items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products between the licensee or his or her clerk and the customer. All tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. This section shall not apply to retail stores which derive at least 90 percent of their revenue from tobacco, tobacco-related products electronic delivery devices, and nicotine or lobelia delivery products and where the retailer ensures that no person younger than 18 years of age is present, or permitted to enter, at any time.

706.080 **Responsibility.** All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.

706.090 **Compliance Checks and Inspections.** All licensed premises shall be open to inspection by the Ramsey County Sheriff's Office or other authorized city official during regular business hours. From time to time, but at least once per year, the city, or its designated law enforcement agency, shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 years but less than 18 years to enter the licensed premise to attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products when those items are obtained as part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.

706.100 **Other Illegal Acts.** Unless otherwise provided, the following acts shall be a violation of this chapter:

- (A) **Illegal Sales.** It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products to any minor.
- (B) **Illegal Possession.** It shall be a violation of this chapter for any minor to have in her or her possession any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products. This shall not apply to minors lawfully involved in a compliance check.

- (C) Illegal Use. It shall be a violation of this chapter for any minor to smoke, chew, sniff or otherwise use any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products.
- (D) Illegal Procurement. It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products, and it shall be a violation of this chapter for any person to purchase or otherwise obtain those items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco-related device, electronic delivery device, or nicotine or lobelia delivery products. This shall not apply to minors lawfully involved in a compliance check.
- (E) Use of False Identification. It shall be a violation of this chapter for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

706.110 Exceptions and Defenses. Nothing in this chapter shall prevent the providing of tobacco, tobacco-related devices, electronic delivery device, or nicotine or lobelia delivery products to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

706.120 Severability. If any section or provision of this ordinance is held invalid, such invalidity shall not affect other sections or provisions which can be given force and effect without the invalidated section or provision.

706.130 Administrative Fine, Suspension or Revocation. Any violation of the City's regulations relating to the issuance of a Tobacco Products License or of any conditions/restrictions attached to the issuance of such license shall be cause for the imposition of an administrative fine, the suspension of the license or the revocation of the license pursuant to the procedures described in Shoreview Code Section 701.060.

If the violation relates to the sale of tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to minors by licensee or licensee's employees, the following administrative fines, suspensions or revocations shall be imposed:

- (A) The first such violation within 24 months shall subject the licensee to the payment of an administrative fine of \$250 plus an additional

compliance check;

- (B) The second violation within 24 months shall subject licensee to the payment of an administrative fine of \$500 plus an additional compliance check;
- (C) The third violation within 24 months shall subject the licensee to the payment of an administrative fine of \$1,000 and to a minimum seven (7) business day suspension of the license;
- (D) The fourth violation within 24 months shall subject the licensee to the payment of an administrative fine of \$1,500 fine and to a minimum fifteen (15) business day suspension of the license;
- (E) The fifth violation within 24 months shall subject the licensee to the payment of an administrative fine of \$2,000 and to a minimum of thirty (30) business day suspension of the license.
- (F) The sixth violation within 24 months shall be cause for revocation of the license for up to one year.

The imposition of an administrative fine and a suspension of license or to a license revocation pursuant to this section shall be preceded by a hearing before the City Council.

706.140

Administrative Fine – Individuals. An individual who sells tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 18 years of age will be charged an administrative penalty. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before the City Council. A decision that a violation has occurred must be in writing. The following administrative fines shall be imposed:

- (A) First Violation within 24 months- \$50.00
- (B) Second Violation within 24 months- \$100.00
- (C) Third Violation within 24 months - \$150.00
- (D) Fourth Violation within 24 months - \$200.00
- (E) Fifth Violation within 24 months - \$250.00

Failure to pay this penalty by an individual who sells tobacco to a person under the age of 18 years of age will result in a misdemeanor violation for the first offense. Additional offenses within five years of a previous conviction will result in a gross misdemeanor.

706.150

Administrative Penalties Procedures. The following procedure should generally be followed for Council review of tobacco license violations that are subject to the administrative penalties established in 706.130 and 706.140:

- (A) The City Manager or designee will contact the licensee/seller asking if the licensee/seller will sign an admission of the facts of the alleged violation and an acceptance of the administrative penalty listed in Section 706.130 and 706.140. Licensees/sellers have the right to request a hearing before the City Council if not in agreement with the violation or the administrative penalty. The City Manager may also schedule a hearing before the Council if he/she believes there is a valid reason to deviate from the administrative penalty.
- (B) If a hearing is requested, it will be conducted in accordance with the Administrative Procedure Act, Minn. Stat. 14.57 to 14.70. The Council will issue written findings on the alleged violation and an order imposing sanctions, if any.
- (C) If the licensee/seller and the City Manager agree on the violation and the administrative penalty, a written admission will be provided to the Council with a proposed order. For first and second violations, the matter will be scheduled as part of the consent agenda, and it is expected that the Council will generally issue the proposed order without discussion. Nevertheless, the Council may choose to schedule the matter for special Council review and action. The City must provide at least ten (10) days notice to the licensee/seller before this review is conducted. Any violations beyond the second violation must be scheduled for a hearing before the Council.

Adoption Date. Passed by the City Council of the City of Shoreview on the _____ day of _____, 2016.

Effective Date. This ordinance shall become effective the day following its publication in the City's official newspaper.

Publication Date. Published on the ____ of _____, 2016.

Sandra C. Martin, Mayor

SEAL



October 18, 2016

Mayor Sandy Martin
Councilmember Emy Johnson
Councilmember Terry Quigley
Councilmember Aby Wickstrom
Councilmember Cory Springhorn
4600 Victoria Street North
Shoreview, MN 55126

Subject: Proposed Tobacco Ordinance

Dear Mayor Martin and Councilmembers Johnson, Quigley, Wickstrom and Springhorn:

The National Association of Tobacco Outlets, Inc., a national retail tobacco trade association with its main office in Minnesota, has retail members with stores located in Shoreview, Minnesota. In May of this year, Shoreview city staff members met with retailers and several retail trade association representatives, including myself, to discuss possible tobacco regulation changes. At that meeting, we provided information about the perfect record of Shoreview retailers passing compliance checks by not selling tobacco products to an underage decoy and that the vast majority of minors obtain tobacco products from social sources, negating the need for any additional retail tobacco restrictions.

I note that the Shoreview City Council discussed a flavored tobacco product ban proposal at its September 12th workshop meeting. My purpose in writing is to make a recommendation to the city council on how to proceed regarding this proposal and to provide additional information on why the facts do not support the adoption of a flavored product ban in the City of Shoreview.

Allow Retailers to Provide Information to the Business Retention and Expansion Program

Contrary to the information provided by Katie Engman of the North Suburban Tobacco Compliance Project to the city council at the September 12th workshop, a ban on the sale of flavored tobacco products will have a significant economic impact on Shoreview retail stores. The Shoreview Business Retention and Expansion Program (BRE) was established to promote continued economic growth within the local business community and be "an avenue for the City to gather information about local business activity." Retailers believe that the information they can provide about their tobacco sales would be valuable in assisting the BRE representatives and city council members in understanding the impact that prohibiting the sale of legal flavored tobacco products would have on their stores.

For this reason, I would ask that the city council postpone the public hearing scheduled for November 21st on the proposed ordinance and work with Shoreview retailers to schedule a meeting or meetings with BRE representatives so that retailers can submit information and have an open dialogue about tobacco product sales.

Banning Flavored Tobacco Products Would Impede Retail Development

Another reason to allow retailers to provide information to the BRE is the negative retail environment that would be created if a flavored tobacco product ban is adopted. On average, tobacco products account for 35% to 40% of in-store sales at a convenience store. A ban on the sale of flavored tobacco products would force retailers to remove as many as one hundred different flavored tobacco products from their store shelves including flavored cigars, all pipe tobacco (since all pipe tobacco is flavored), flavored smokeless tobacco, and flavored electronic cigarettes. This prohibition on flavored tobacco products means that other retailers would likely decide not to open a new store in Shoreview.

Moreover, the impact of a flavor tobacco product sales ban extends well beyond the loss of sales of flavored tobacco products, and this is the reason why meeting with BRE representatives is so important. The information that retailers can provide will show that a ban on flavored tobacco products will severely penalize law-abiding retailers, discourage future retail development within the city, and not impact the ability of underage youth to obtain tobacco products.

Shoreview Retailers Have Perfect Compliance in FDA Compliance Checks

Since 2012, the U.S. Food and Drug Administration (FDA) has contracted with the Minnesota Department of Health and Human Services to conduct compliance checks (i.e., stings) on retailers to ensure that tobacco products are not sold to an underage decoy. The FDA is publicly transparent about these compliance checks and publishes the results on the agency's website (www.fda.gov). For 2012, 2013, 2014, 2015 and 2016, Shoreview retailers have passed these compliance checks without a single retailer selling tobacco products to the underage decoy. The results of these FDA compliance checks are summarized in the attached spreadsheet.

This very high retail compliance rate was further substantiated by the Minnesota Department of Health and Human Services, which conducts its own statewide retail compliance checks. As evidenced by the accompanying press release issued last September, Minnesota retailers lead the nation by achieving a 99% success rate in preventing tobacco sales to minors.

This perfect compliance record demonstrates that Shoreview retailers are complying with the law and that underage youth in Shoreview are not obtaining tobacco products from local stores. In other words, if the goal of a proposed ordinance is to reduce youth access to and use of tobacco products, the enactment of the ordinance prohibiting retailers from selling flavored tobacco products will not achieve that goal because Shoreview retailers do not sell these products to minors in the first place.

Retailers Are Not the Problem Regarding Underage Access to Tobacco

This spring, the U.S. Food and Drug Administration released the initial findings of the agency's long-term Population Assessment of Tobacco and Health (PATH) study that

confirms a significant majority of underage youth relies on social sources for tobacco products. Generally, social sources include adult-aged older siblings, friends, parents and even strangers. Specifically, according to the PATH study, 79% of 15 to 17 year olds obtained cigars by giving someone else money to buy cigars, asking someone else for cigars, being offered cigars from someone, buying cigars from another person, or taking cigars from someone or from a store. The percentage of youth relying on social sources for obtaining cigarettes is even higher at 86%. This data is shown in the accompanying Power Point slide released by the Food and Drug Administration's Center for Tobacco Products.

Social sources have been around as long as there have been teenagers and this new FDA sponsored study shines a direct light on the real problem of how young people obtain tobacco products. In other words, banning the sale of flavored tobacco products will not result in reducing youth access to tobacco because 8 out of 10 underage youths rely on a social network of adult aged people to obtain tobacco products for them.

Based on all of this information, I urge you to have the BRE representatives meet with local retailers and trade association representatives to learn why adopting a flavor ban will be so economically detrimental to Shoreview retailers. In the alternative, I respectfully request that the city council not adopt a flavored tobacco product sales ban for all of the reasons discussed above.

Thank you for your consideration.

Sincerely,

National Association of Tobacco Outlets

Thomas Briant

Executive Director



Sept. 2, 2014

Contact: Karen Smigielski
Communications
651-431-2190
Karen.Smigielski@state.mn.us

Minnesota retailers lead nation in preventing tobacco sales to youth *Stopping illegal sales is key to healthier kids, communities*

Minnesota achieved a 99 percent compliance rate with state and federal laws prohibiting the sale of tobacco products to people under 18 years old during the 2013 federal fiscal year. Minnesota tied with Nevada for the lowest retailer sale violation rate of one percent, as reported in an [annual report](#) recently released by the federal Substance Abuse and Mental Health Services Administration.

States are required to conduct annual undercover inspections of licensed tobacco retailers to check for illegal sales of tobacco to minors under the federal Synar law, named for the congressman who sponsored it.

“Curtailing illegal sales of tobacco is a vital step to promoting healthier kids and healthier communities because the smoking habit often starts at an early age,” said Human Services Commissioner Lucinda Jesson. “Minnesota’s high compliance rate shows that retailers are recognizing their responsibility to help keep tobacco out of the hands of people who are under age.”

A compliance rate of 80 percent or higher is required for states to receive their entire federal substance abuse prevention and treatment funds. The Minnesota Department of Human Services is the recipient of those funds, which amounted to more than \$23 million in 2013. The department is also responsible for administering the Synar tobacco sale inspections.

This is the seventh consecutive year Minnesota’s compliance rate has been at least 90 percent, significantly up from 69.8 percent in 1996, when Synar reports first started.

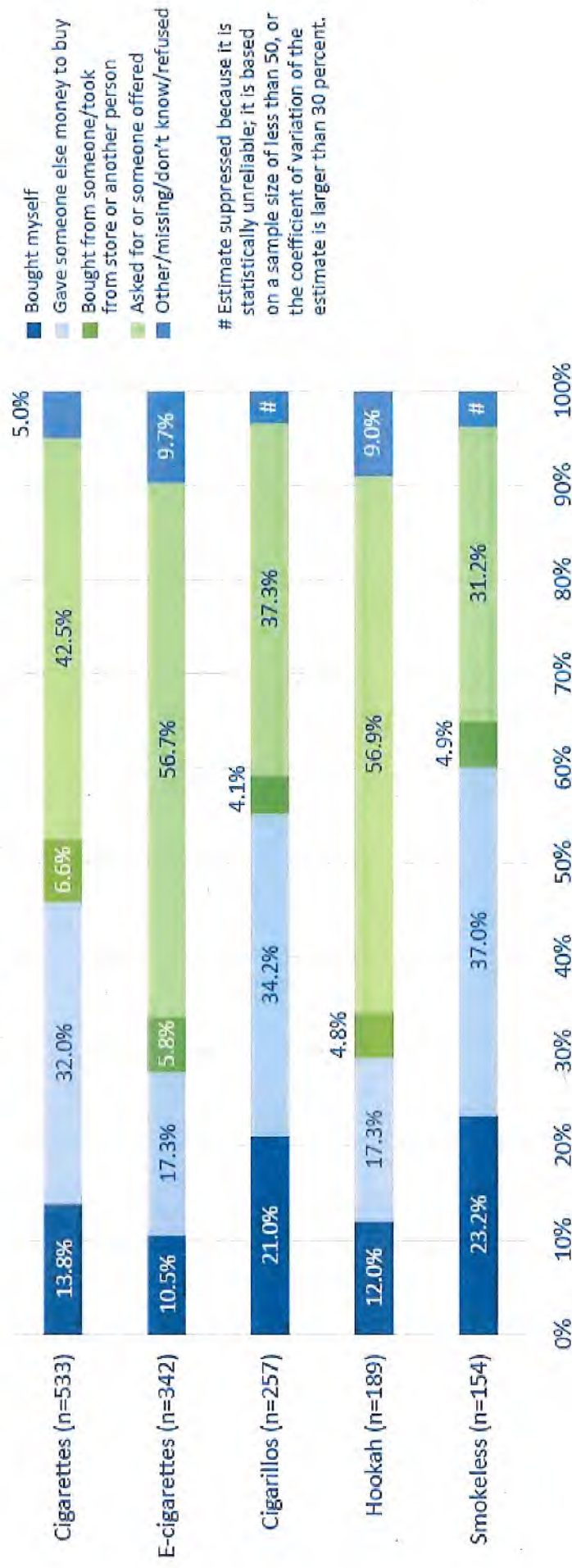
FDA Compliance Check Inspections

City: Shoreview
State is MN
Decision Date: 01/01/2010 through 04/28/2016

Retailer Name	Street Address	City	State	Decision Type	Minor Involved Sale to Minor	Decision Date
NORTH SUBURBAN BP	415 WEST HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	1/26/2016
EXXON OF SHOREVIEW	3854 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	1/22/2016
SHOREVIEW QUIK STOP/ CENEX	5910 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	1/22/2016
SHOREVIEW CIRCLE K	5979 RICE CREEK PARKWAY	SHOREVIEW MN	MN	No Violations Observed	No	1/22/2016
SHOREVIEW BP	5990 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	1/22/2016
GAS PLUS # 16	3467 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	1/22/2016
FREEDOM VALU CENTER # 76	5995 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	1/16/2016
CORNER MART	3999 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	1/16/2016
SUPERAMERICA	3592 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	1/15/2016
BACCHUS WINE AND SPIRITS	1077 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
NORTH SUBURBAN BP	415 WEST HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
SHOREVIEW BP	5990 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
SHOREVIEW QUIK STOP/ CENEX	5910 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
EXXON OF SHOREVIEW	3854 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
FREEDOM VALU CENTER # 76	5995 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
GAS PLUS # 16	3467 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	9/28/2015
CIRCLE K	5979 RICE CREEK PARKWAY	SHOREVIEW MN	MN	No Violations Observed	No	9/25/2015
BACCHUS WINE AND SPIRITS	1077 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	9/25/2015
CORNER MART	3999 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	9/25/2015
SUPERAMERICA	3592 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	9/25/2015
NORTH SUBURBAN BP	415 WEST HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	1/11/2015
EXXON OF SHOREVIEW	5910 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	12/21/2014
SHOREVIEW QUIK STOP/ CENEX	5910 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	12/21/2014
FREEDOM VALU CENTER # 76	5995 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	12/21/2014
SHOREVIEW BP	5990 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	12/21/2014
GAS PLUS # 16	3467 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	12/20/2014
CORNER MART	3592 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	12/18/2014
SUPERAMERICA	5979 RICE CREEK PARKWAY	SHOREVIEW MN	MN	No Violations Observed	No	12/18/2014
CIRCLE K	1077 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	12/18/2014
BACCHUS WINE AND SPIRITS	441 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	6/5/2014
RAINBOW FOODS # 66	415 WEST HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	6/5/2014
NORTH SUBURBAN BP	5979 RICE CREEK PARKWAY	SHOREVIEW MN	MN	No Violations Observed	No	6/4/2014
CIRCLE K	3592 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	6/4/2014
SUPERAMERICA	3600 LEXINGTON AVE SUITE 104	SHOREVIEW MN	MN	No Violations Observed	No	6/2/2014
JONATHAN ROBERT FIELDING & COMPANY	1077 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	6/2/2014
BACCHUS WINE AND SPIRITS	3999 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	6/2/2014
CORNER MART	169 COUNTY ROAD E WEST	SHOREVIEW MN	MN	No Violations Observed	No	6/2/2014
JTS WINE AND SPIRITS	5995 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	5/21/2014
FREEDOM VALU CENTER # 76	5910 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	5/21/2014
SHOREVIEW QUIK STOP/ CENEX	3854 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	5/20/2014
EXXON OF SHOREVIEW	3467 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	5/19/2014
GAS PLUS # 16	3854 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	4/4/2013
ON THE RUN EXXON	3592 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	4/4/2013
GAS PLUS # 11	3600 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	4/4/2013
JONATHAN ROBERT FIELDING & COMPANY	5910 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	4/2/2013
SHOREVIEW QUIK STOP	5990 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	4/2/2013
SHOREVIEW BP	5995 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	4/2/2013
FREEDOM VALU CENTER # 76	441 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	4/2/2013
RAINBOW FOODS # 66	3999 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	4/2/2013
WALTS LIQUOR WINE AND SPIRITS	3467 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	4/2/2013
GAS PLUS # 16	3600 LEXINGTON AVE	SHOREVIEW MN	MN	No Violations Observed	No	10/31/2012
JONATHAN ROBERT FIELDING & COMPANY	3467 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
GAS PLUS # 16	3999 RICE ST.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
WALTS LIQUOR WINE AND SPIRITS	5910 LEXINGTON AVE.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
SHOREVIEW QUIK STOP	5995 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
FREEDOM VALU CENTER # 76	5990 HODGSON RD.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
SHOREVIEW BP	3854 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
ON THE RUN EXXON	3592 LEXINGTON AVE. N.	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
GAS PLUS # 11	441 HIGHWAY 96	SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012
RAINBOW FOODS # 66		SHOREVIEW MN	MN	No Violations Observed	No	10/16/2012

YOUTH ACCESS TO TOBACCO PRODUCTS AMONG PAST 30-DAY USERS: WHERE DO YOUTH GET TOBACCO?

Source of access to tobacco product among 15-17 year old current users



The Health of Adolescents—2016

Early Results from the 2016 Minnesota Student Survey

The Minnesota Student Survey, an anonymous survey conducted every three years, is a major source of information about the thoughts and experiences of Minnesota's young people. Eighty-five percent (85%) of Minnesota school districts participated in the 2016 survey, and nearly 169,000 students in regular public schools took the survey. This fact sheet provides a sampling of some of the results related to the health of adolescents.

Summary

Many of the trends revealed by the 2016 survey appear to be moving in the right direction, but some are not. Fewer students report engaging in unhealthy behavior. However, some indicators of emotional health problems appear to be increasing. In addition, social and economic conditions continue to shape the health of young people. American Indian, African American, and Hispanic students; low-income students; gay, lesbian and bisexual students; and students experiencing homelessness and food shortages are more likely to have worse outcomes for several health indicators.

Tobacco Use

Use of conventional tobacco products such as cigarettes, cigars, cigarillos, little cigars, and chewing tobacco continues to fall. In 2016, 8.4 percent of 11th grade students smoked cigarettes in the past 30 days, down 31% from 12.2 percent in 2013. (Figures 1 and 2) These are the lowest levels of teen smoking ever reported on the survey.

However, use of electronic cigarettes by young people has emerged as a major health concern. Among 11th grade students, 17.1 percent reported using electronic cigarettes or vaping devices in the past 30 days, twice as many as those who smoked regular cigarettes. (Figure 3)

Indoor Tanning

The use of indoor tanning devices such as sunbeds and tanning booths fell dramatically following passage of legislation that banned the use of these devices by persons under 18. This legislation was prompted by concerns over the growth of melanoma, a dangerous skin cancer. Among 11th grade White females, use of indoor tanning devices in the past year fell from 33.0 percent in 2013 to 8.7 percent in 2016. (Figure 4)

Alcohol and Marijuana Use

Alcohol use continued to decline among middle and high school students. In 2016, 24.6 percent of 11th grade students reported drinking alcoholic beverages in the past 30 days, down from 27.7 percent in 2013. (Figures 5 and 6)

After several years of no change, marijuana use among 9th grade student in the past 30 days fell from 9.4 percent in 2013 to 6.8 percent in 2016. Marijuana use fell slightly among 11th grade students, from 16.6 percent in 2013 to 15.7 percent in 2016. (Figures 7 and 8)

Illicit Drugs

Aside from alcohol and marijuana, the most commonly used drugs were prescription ADHD drugs and prescription painkillers.

- 5.0 percent of 11th grade students reported misusing ADHD or ADD¹ drugs like Ritalin during the past year, and
- 4.8 percent of 11th grade students reported misusing prescription painkillers like OxyContin.

Misusing these drugs means that students used somebody else's prescription drugs or took the drugs only to get high.

Mental and Emotional Health

The results of the survey raise concerns about increasing mental and emotional health issues facing young people.

- About one in five students showed signs of depression in the previous two weeks, according to screening questions added to the survey in 2016. The percentage showing signs of depression ranged from 20.9 percent in 8th grade to 23.0 percent in 11th grade.
- The percentage of 9th grade students who reported long-term mental health, behavioral or emotional problems (lasting six months or more) rose from 12.5 percent in 2013 to 17.3 percent in 2016. Similar increases were seen in other grades. (Figures 9 and 10)
- The percentage of 11th grade students who received mental or emotional health treatment in the past year rose from 8.8 percent in 2013 to 13.2 percent in 2016.
- The percentage of 11th graders who said they seriously considered committing suicide in the past year increased from 9.7 percent in 2013 to 12.0 percent in 2016.

Healthy Weight

The proportion of 9th grade students who are obese increased from 9.1 percent in 2013 to 10.2 percent in 2016. (Figures 11 and 12) The obesity rate also increased in grades 8 and 11 by similar amounts. The increase in the obesity rate was slightly greater for females than males and points to disparities in different population groups.

Sexual Behavior

Fewer students reported that they have engaged in sexual intercourse. The percentage of 11th grade students who have engaged in sexual intercourse fell slightly from 37.5 percent in 2013 to 35.3 percent in 2016, and the percentage of 9th grade students fell from 15.0 to 11.4 percent. (Figures 13 and 14) These declines continue a long-term trend that has contributed in part to the drop in Minnesota's teen pregnancy rate over the last 20 years. However, the percentage of sexually active students who used condoms during their last sexual intercourse declined by 3 to 4 percentage points, indicating an increased vulnerability to sexually transmitted infections.

¹ ADHD means Attention Deficit and Hyperactivity Disorder; ADD means Attention Deficit Disorder.

Health Equity

Social, economic and historical biases and inequities work through several mechanisms to affect health and well-being. One of those mechanisms is the creation of chronic toxic stress that can seriously affect a variety of health conditions. Another mechanism is limited access to quality care and social support, and fewer opportunities for healthy eating and physical activity. For several health indicators described in this report, American Indian, Black and Hispanic students; low-income students; gay, lesbian or bisexual students; and students experiencing severe economic hardship (homelessness, food shortages) have less positive health outcomes. Figures 2, 6, 8, 10, 12, and 14 describe some of these disparities.

For example, 16.5 percent of American Indian 9th grade students reported a height and weight that meets the definition of obesity, compared to 9.5 percent of White students. (Figure 12) Students who described themselves as bisexual, gay or lesbian were four times as likely as heterosexual students to report having a long-term mental, behavioral or emotional health problem. Students facing severe economic hardship, such as having to skip meals or being homeless, were twice as likely as other students to have long-term mental, behavioral or emotional health problems. (Figure 10)

Where to Find MSS data

More complete data and reports from the Minnesota Student Survey can be found on the websites of the:

- [Minnesota Department of Health \(http://www.health.state.mn.us/divs/chs/mss/\)](http://www.health.state.mn.us/divs/chs/mss/), and the
- [Minnesota Department of Education \(http://w20.education.state.mn.us/MDEAnalytics/Data.jsp\)](http://w20.education.state.mn.us/MDEAnalytics/Data.jsp).

About the Minnesota Student Survey (MSS)

The Minnesota Student Survey is an anonymous survey conducted every three years in grades 5, 8, 9, and 11.² The survey is coordinated by the Minnesota Departments of Education, Health, Human Services, and Public Safety. Different versions of the survey are used depending on grade level. Results reported here are for regular public schools, including charter schools. Results for alternative schools and juvenile corrections facilities are reported separately. In 2016, 85 percent of school districts participated in the survey for at least one grade level. Of all students enrolled in regular public schools in Minnesota in 2016, 66 percent of 5th graders, 73 percent of 8th graders, 71 percent of 9th graders, and 61 percent of 11th graders provided surveys. The total number of surveys was nearly 169,000.

Notes for Figures 2, 6, 8, 10, 12, and 14

“Low income” means students who receive free or reduced-price lunch at school. This requires a family income of less than 185 percent of the poverty level.

“Econ hardship” means students who have experienced homelessness in the past 12 months or have had to skip meals in the past 30 days because the family did not have enough money to buy food.

“Bi/gay/lesbian” means students who describe themselves as bisexual, gay, or lesbian.

² The grades surveyed by the MSS was changed in 2013, so there is no trend data for grades 5, 8, and 11 prior to 2013.

Figure 1. Percent of students who smoked cigarettes in the past 30 days, by grade: 2001-2016.

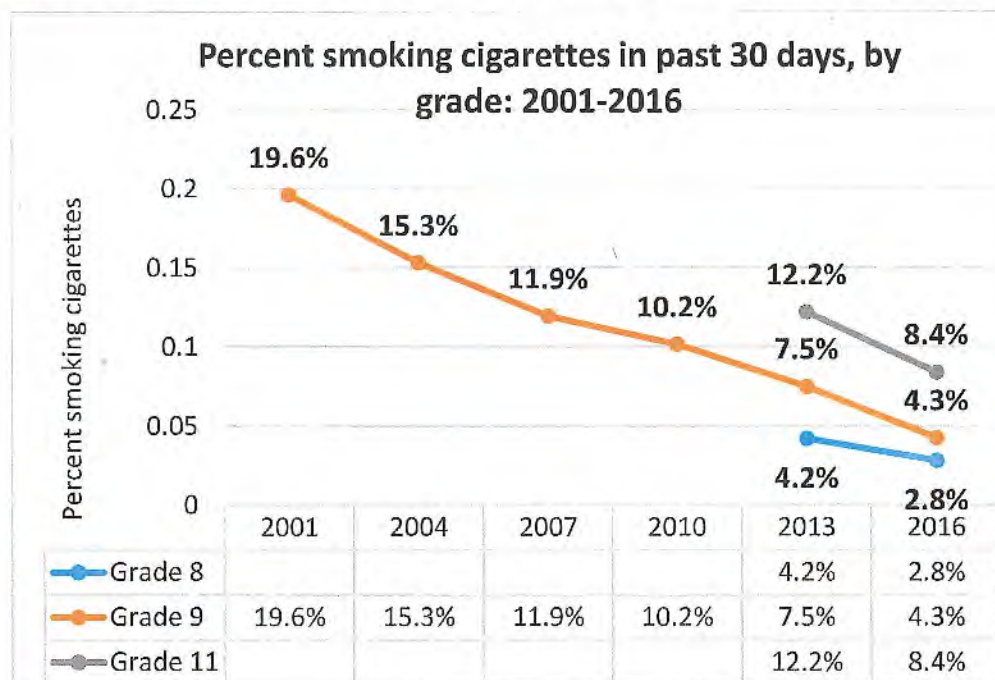
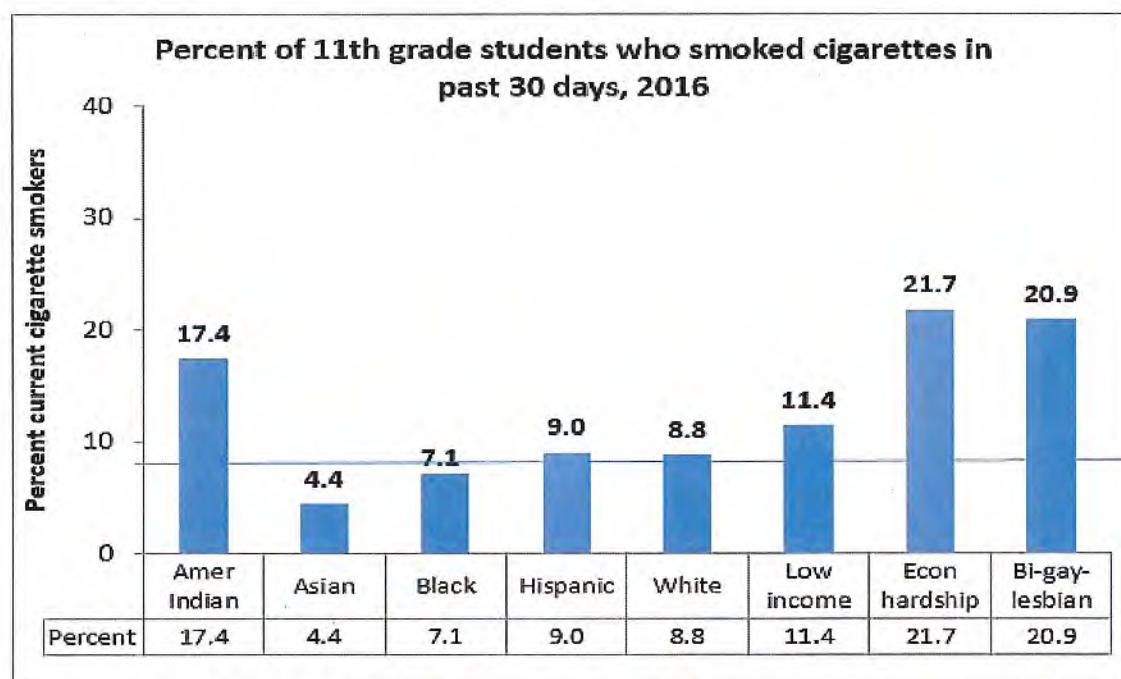


Figure 2. Percent of 11th grade students who smoked regular cigarettes in the past 30 days, by population groups, 2016.



Note: Straight horizontal line is statewide average percent (8.4%).

Figure 3. Percent of 11th grade students using various forms of tobacco in the past 30 days, 2016.

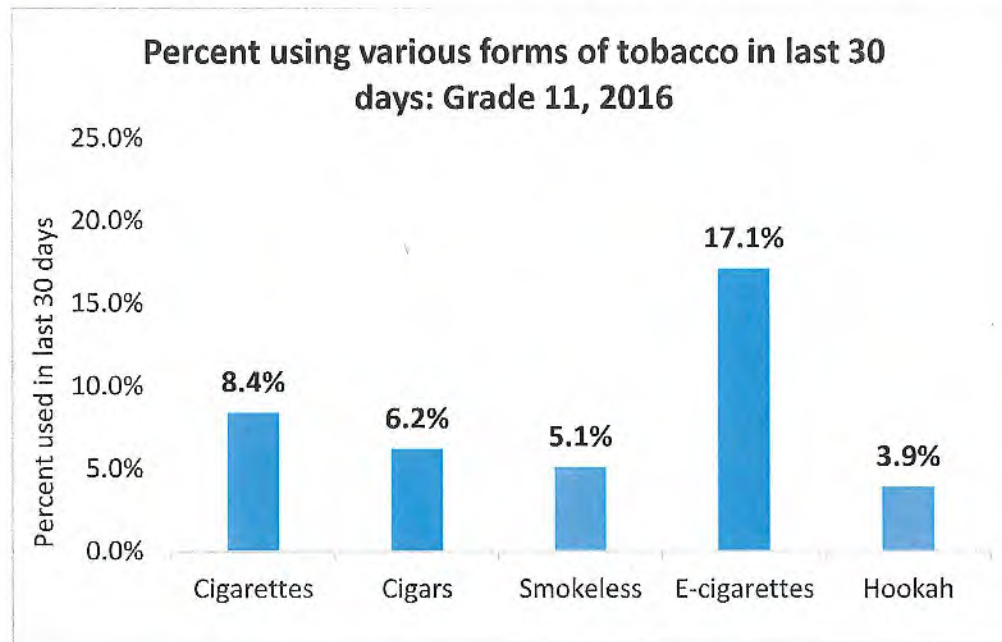


Figure 4. Percent of White females using indoor tanning devices in the past year, by grade and year.

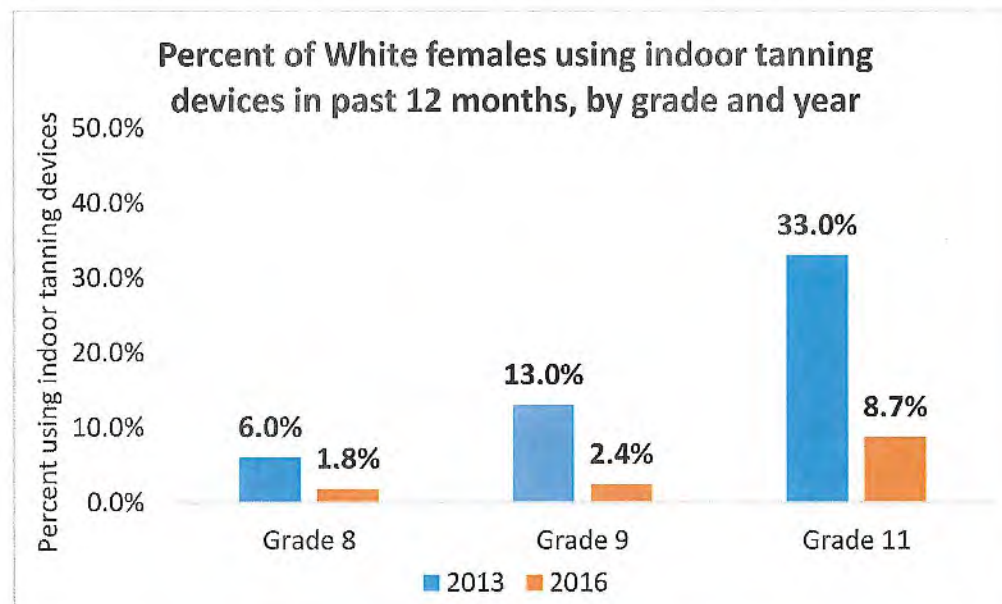


Figure 5. Percent of students who drank alcoholic beverages in the past 30 days, by grade: 1998-2016.

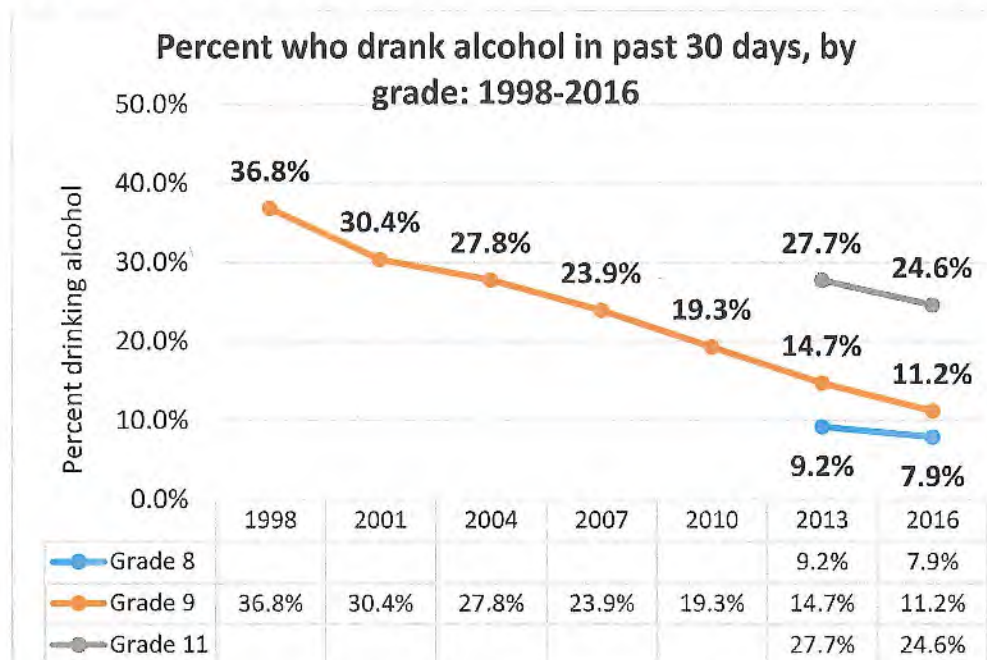
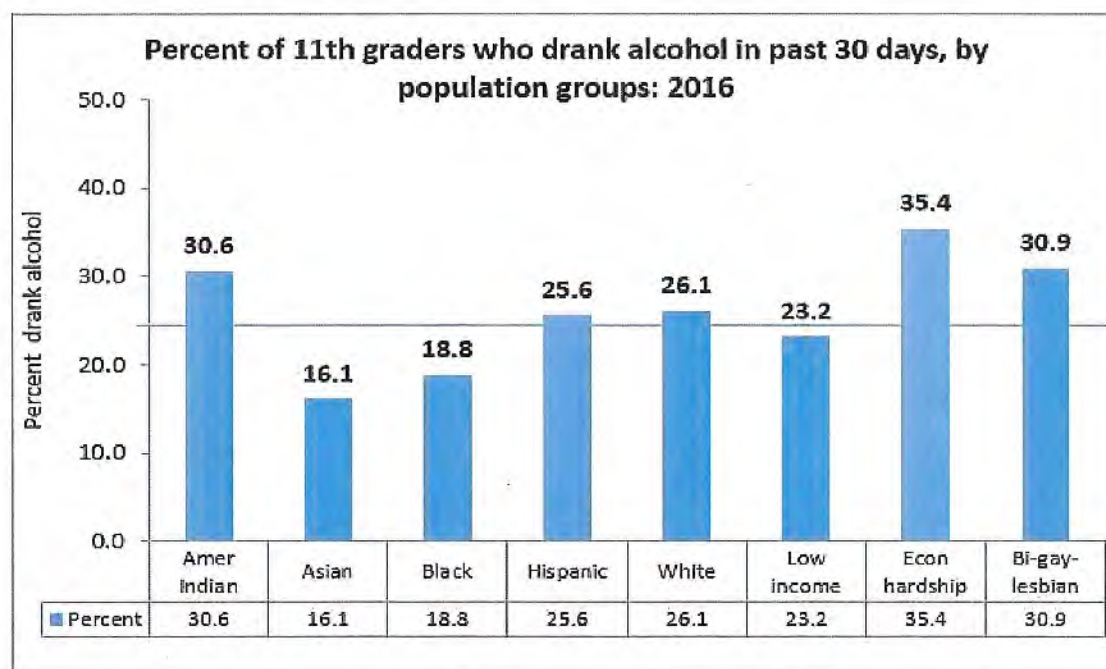


Figure 6. Percent of 11th grade students who drank alcoholic beverages in the past 30 days, by populations groups, 2016.



Straight line is statewide rate of 24.6%.

Figure 7. Percent of students who used marijuana or hashish in the past 30 days, by grade: 1998-2016.

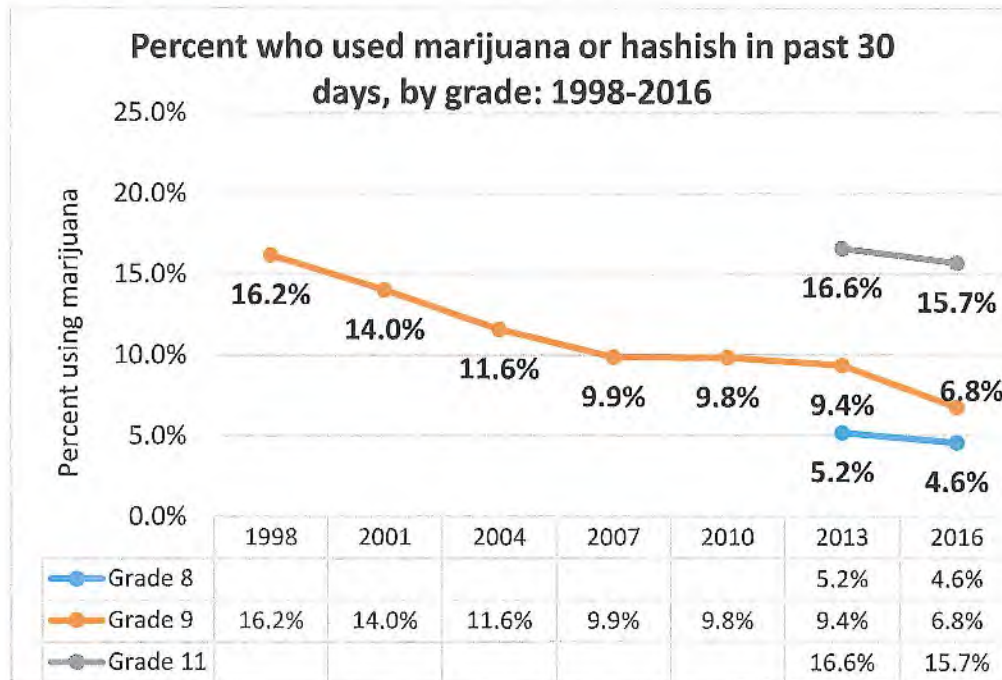
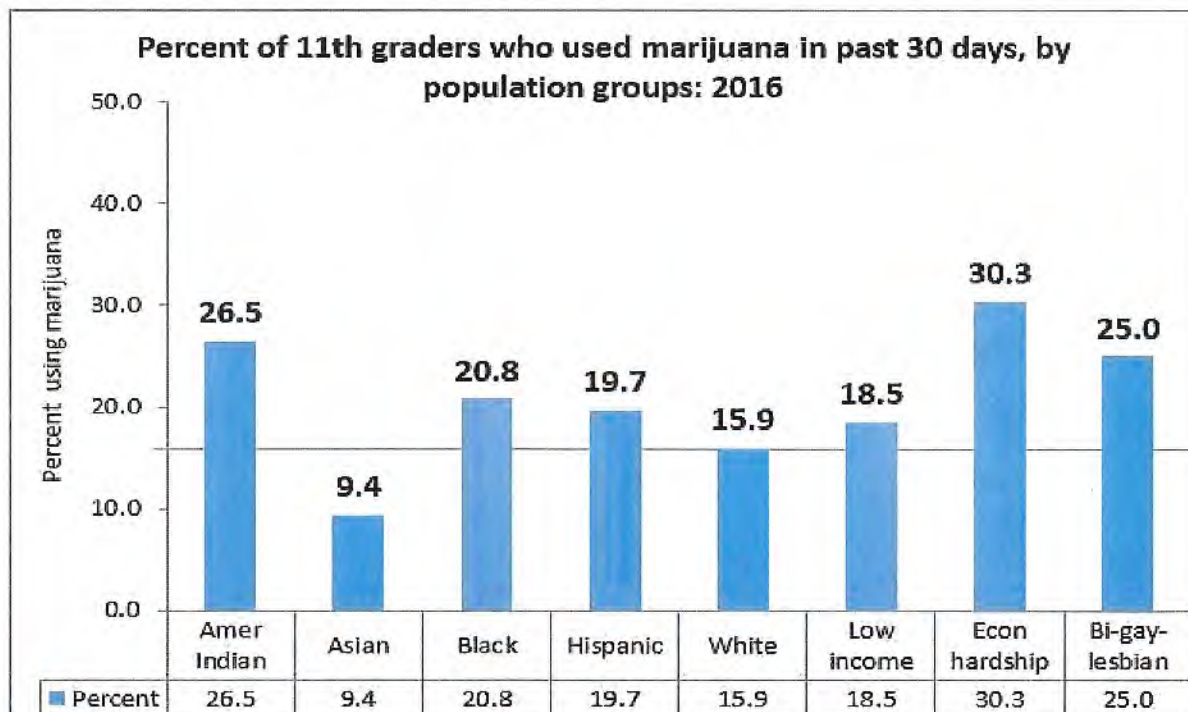


Figure 8. Percent of 11th grade students using marijuana in the past 30 days, by population groups, 2016.



Straight line is statewide rate of 15.7 percent.

Figure 9. Percent of students reporting they have a long-term mental health, behavioral or emotional problem, by grade and year.

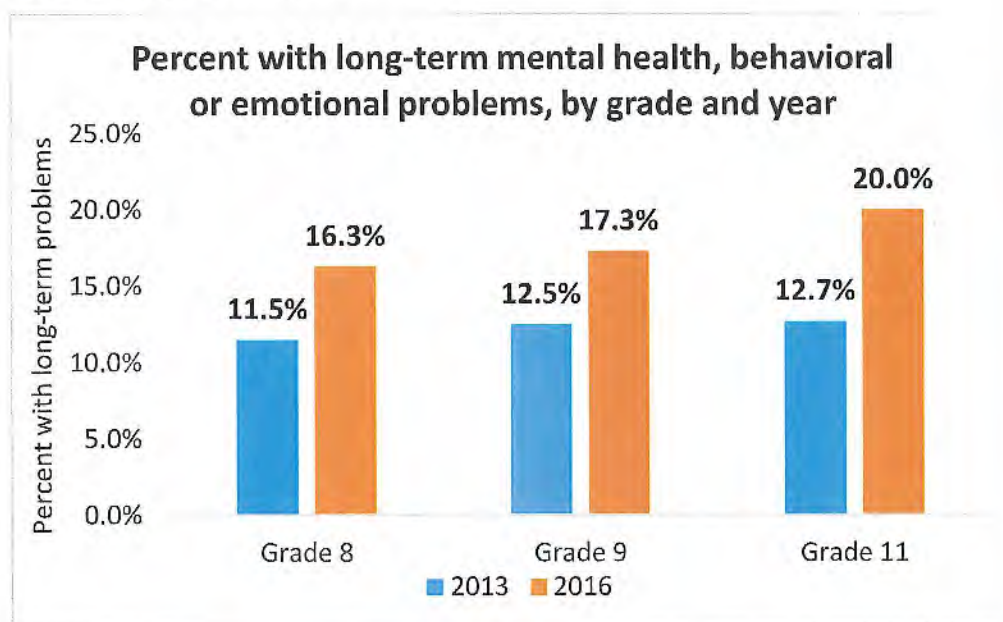
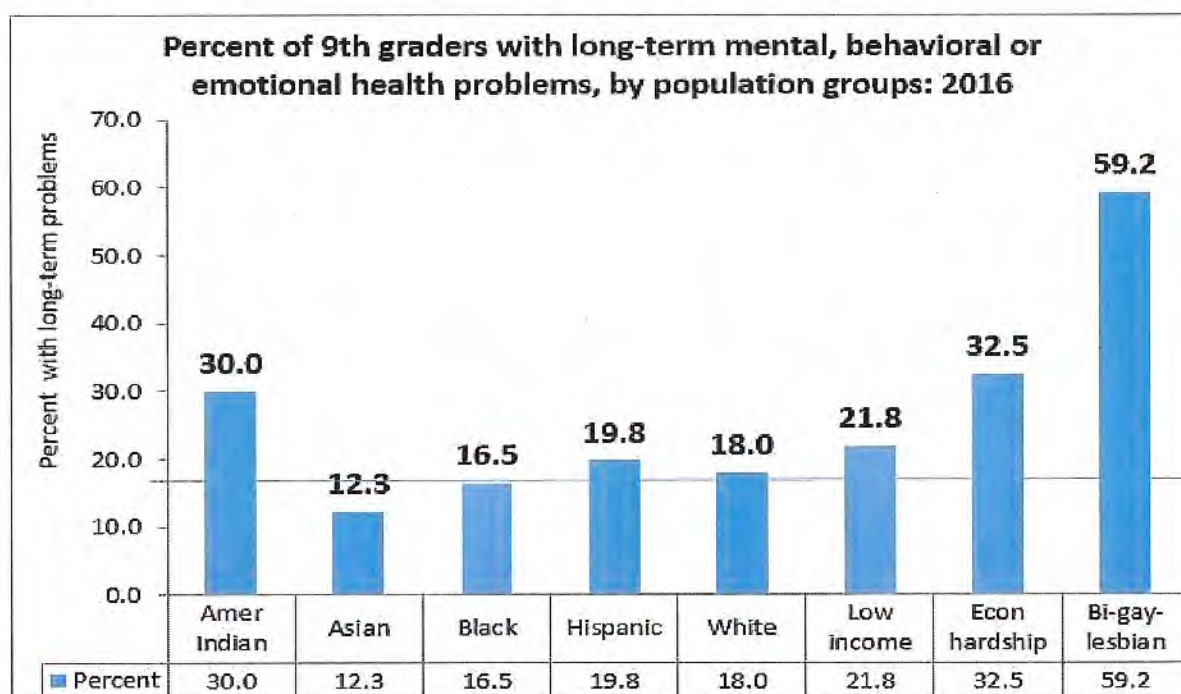


Figure 10. Percent of 9th grade students who reported having long-term (six months or more) mental health, behavioral or emotional problems, by population groups, 2016.



Straight line is statewide rate of 17.3 percent.

Figure 11. Percent of 9th grade students who are obese, according to self-reported height and weight, 2007-2016.

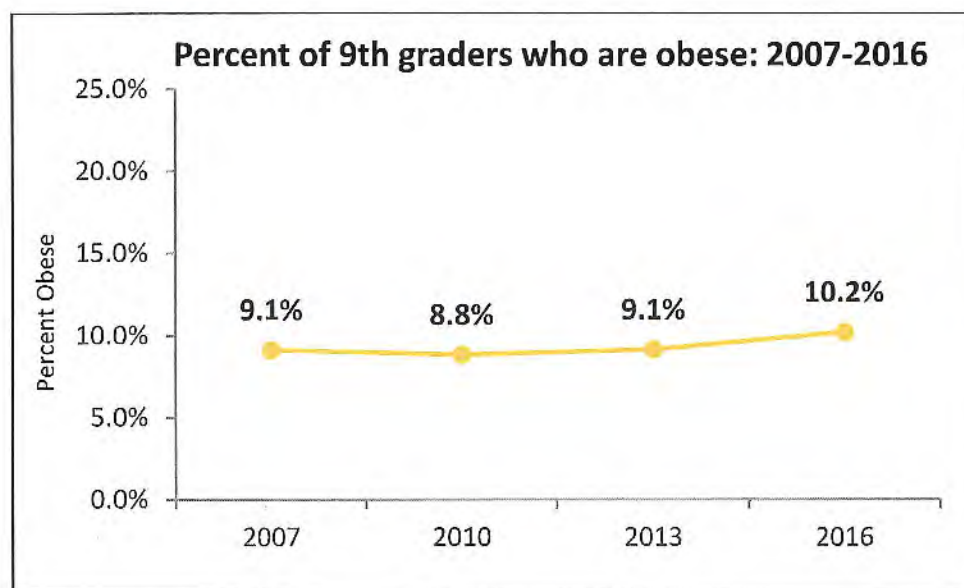
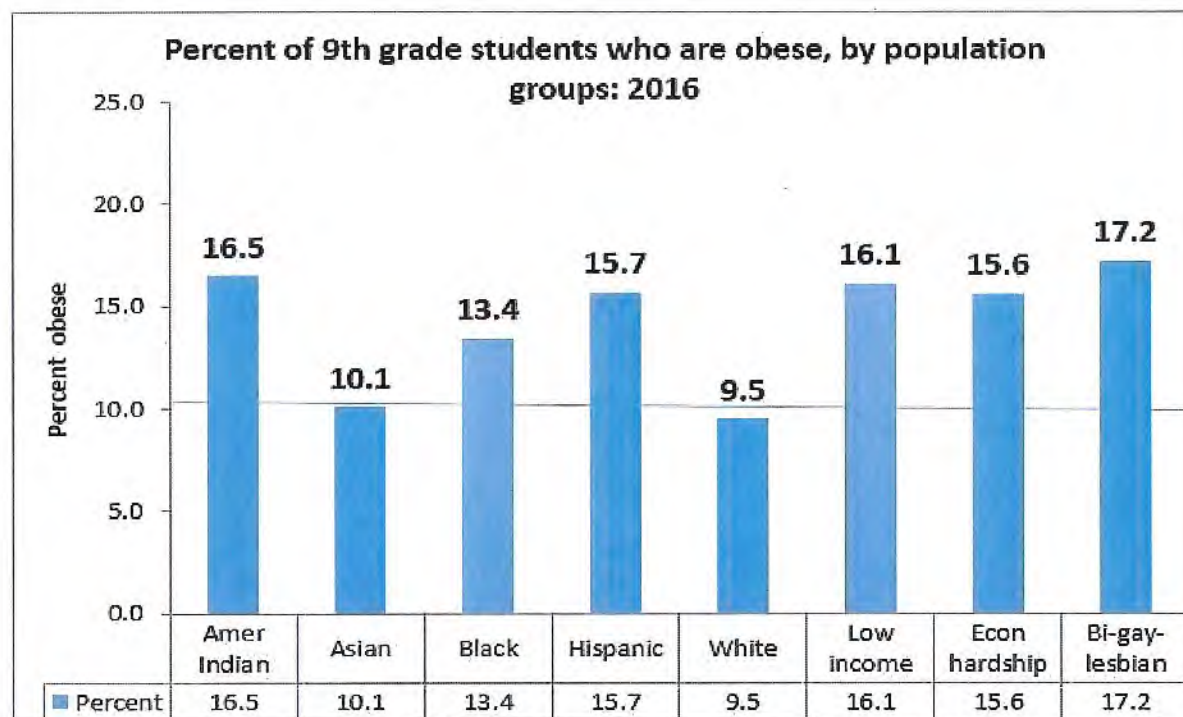


Figure 12. Percent of 9th grade students who are obese, according to self-reported high and weight, by population groups, 2016.



Straight line is statewide rate of 10.2 percent.

Figure 13. Percent of students who have ever engaged in sexual intercourse, by grade: 1992-2016.

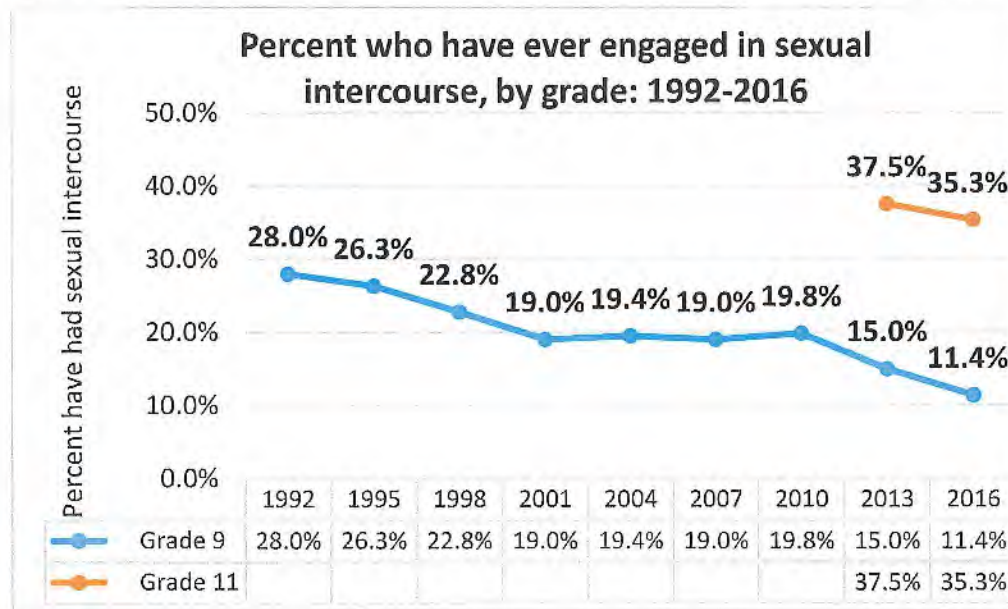
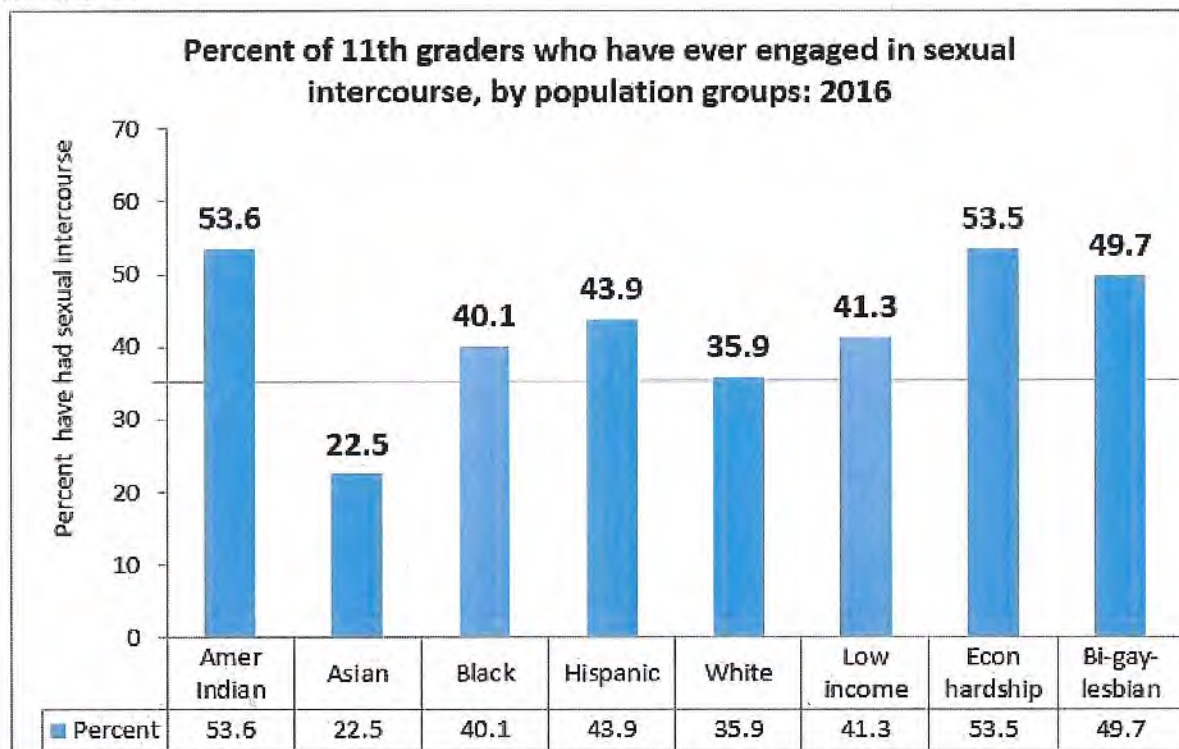


Figure 14. Percent of 11th grade students who have ever engaged in sexual intercourse, by population groups, 2016.



Straight line is statewide rate of 35.3 percent.

Minnesota Department of Health
Center for Health Statistics
PO Box 64882
St. Paul, MN 55164-0882
(phone) 651-201-5942
Healthstats@state.mn.us
www.health.state.mn.us

11/01/2016

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Service Stations Towing Operators Car Washes Convenience Stores Automotive Repair Businesses Body Shops

Date: October 17, 2016

To: Mayor Sandy Martin
Councilmember Emy Johnson
Councilmember Terry Quigley
Councilmember Aby Wickstrom
Councilmember Cory Springhorn

City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

From: Lance Klatt

RE: Proposed Tobacco Ordinance

Dear Mayor Martin and Councilmembers Johnson, Quigley, Wickstrom and Springhorn:

My name is Lance Klatt, Executive Director of the (MSSA) Minnesota Service Station & Convenience Store Association. My organization has several retail members located in Shoreview. These retail operators are single owner/operators whom have been permanent fixtures within your community for several generations. Earlier this year, myself along with other retailers and Associations met with city staff members discussing possible tobacco regulation changes.

In the past year, retailers in Minnesota have had a compliance rate of not selling to minors of just shy of 99%, and retailers in Shoreview had a 100% rating of passing compliance checks.

Tom Briant from NATO was in attendance handing out literature noting a survey of how the youth are getting their hands on tobacco products through "social sources". My organization as well as others in our industry view this is a problem. For years, our retailers take pride in our great training programs and their responsibilities. I understand the Shoreview City Council is considering a flavored tobacco product ban proposal. Before you move forward, please allow us and our retailers an opportunity to work with the Shoreview Business Retention and Expansion Program (BRE).

Adopting an ordinance such as this will hurt small retailers economically while the youth will continue to gain access to tobacco products from social sources. It's not our retailers who are at fault. Please consider sitting down with us and our retailers so we can work together and solve a problem that will only be solved through educating the youth. There are organizations

Proudly serving since 1966...

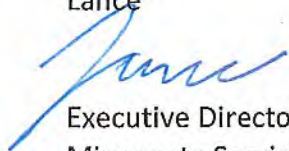
Service Stations Towing Operators Car Washes Convenience Stores Automotive Repair Businesses Body Shops

such as Clear Way sponsoring and educating these young adults about the use of Tobacco and the Social Sources. After school programs, in-school programs are where we can effectively educate our future generations. I would even be willing to help Clear Way get that message across. I have small children, some of you may have children, the best way to head this off is to deal with problem directly, not by punishing sensible retailers within your great community.

Please call me if you questions, please call me at 612-916-9917 (my cell phone)

Thank you for your consideration!

Lance



Executive Director

Minnesota Service Station & Convenience Store Association



November 3, 2016

Mayor Sandy Martin
4600 Victoria St. N.
Shoreview, MN 55126

Dear Mayor Martin and Members of City Council:

The Association for Nonsmokers – Minnesota (ANSR) strongly supports your efforts to restrict the sale of flavored tobacco products to adult-only tobacco shops. Since 1973, ANSR has worked to prevent youth tobacco use by helping enact strong public policies like the one you are considering.

The tobacco industry targets young people with flavored tobacco products. As a result, high percentages of Minnesota high school students have tried flavored cigars, flavored shisha, and flavored e-cigarettes. These products are often candy flavored using the same flavoring found in Kool-Aid and Jolly Ranchers. They are packaged in small quantities at affordable prices that are appealing to youth.

We know that flavored tobacco restrictions are impactful. In 2016, Minneapolis and St. Paul successfully implemented ordinances that restrict the sale of flavored tobacco products to adult-only tobacco shops. Since the ordinances went into effect both cities have seen high compliance rates and have successfully limited youth access to flavored tobacco products.

By adopting this ordinance, Shoreview will be at the forefront of helping to prevent another generation from becoming lifelong tobacco users. Again, we strongly support your efforts and will provide any technical assistance you might require as this important ordinance moves forward. Once it is enacted we will work with your city staff to provide educational materials for vendors and assist in implementation as we did in St. Paul.

Sincerely,

Jeanne Weigum
President

2395 University Avenue West Suite 310 Saint Paul, MN 55114-1512

Tel: 651.646.3005 Fax: 651.646.0142 e-mail: ansrmn@ansrmn.org website: www.ansrmn.org





CITY OF SAINT PAUL
OFFICE OF THE CITY COUNCIL

November 1, 2016

Mayor Martin and Shoreview City Council
City of Shoreview
4600 Victoria St. N
Shoreview, MN 55126

Dear Mayor Martin and Members of the Shoreview City Council:

On behalf of the City of Saint Paul, we want to express our strong support for the proposed ordinance which regulates the sale of flavored tobacco products. We passed the same ordinance within the last year and hoped other communities would follow.

In January 2016, the Saint Paul City Council voted unanimously to prohibit the sale of candy and fruity flavored tobacco products in stores that kids could enter. These products are now only sold in adult-only tobacco product shops. Our City is committed to protecting the health of our youth. We recognized that strawberry-kiwi flavored cigars and piña colada flavored e-cigarette juice were particularly appealing to young people and were likely starting many of them down the road to addiction. By prohibiting the sale of these products in stores where kids could enter, we took a major step towards preventing tobacco use in young people and stopping the tobacco industry from targeting youth.

Our ordinance went into effect in April 2016 and we have worked with local tobacco vendors to educate them on the ordinance. Implementation and enforcement has gone smoothly and nearly all tobacco vendors are complying with the new ordinance. Our city went from nearly all 260 tobacco vendors selling these appealing tobacco products to only 16 tobacco product shops selling them. There has not been any impact on the total number of tobacco vendors in our city.

We were only the second city in the State of Minnesota to enact this ordinance, following Minneapolis, and our intention was to serve as a model for what other communities can do to prevent youth tobacco use. We hope Shoreview will follow in our footsteps.

Sincerely,

Dai Thao
Councilmember, Saint Paul Ward 1

Amy Brendmoen
Councilmember, Saint Paul Ward 5

November 11, 2016

Mayor Sandy Martin
4600 Victoria St. N.
Shoreview, MN 55126

Dear Mayor Martin and City Council Members,

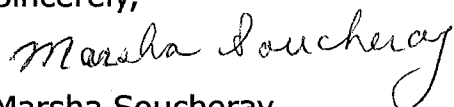
Shoreview has a long history of tobacco prevention and it is time to take the logical next step to prevent youth in our community from starting to use tobacco through flavored products. I would like to see Shoreview be the next city in Minnesota to pass an ordinance limiting flavored tobacco products to adult-only stores.

Flavored tobacco appeals to young people and entices them to start using tobacco. The tobacco industry needs young people to replace the 440,000 customers that die each year from tobacco use . By selling cigars, e-cigarettes, and chew tobacco in flavors such as pineapple, fruit punch, peach and strawberry, they are directly appealing to young people. Youth access tobacco through social sources and retailers. The retail environment is where youth are exposed to marketing and products. Addressing the retail environment will decrease the visibility and appeal of these products. Currently flavored products are sold at any retailer that has a tobacco license. This includes grocery, drug and convenience stores.

While there may be some who believe this issue can be addressed by more education, law enforcement with vendors, and preventing illegal sales to minors, I believe this ordinance represents the proper approach to reduce youth demand for these products. Flavored tobacco only makes up 2% of sales for stores. This 2% is targeted directly at youth and restricting the sale to adult only tobacco stores will have a positive impact on the community at a low cost to retailers.

As a former city council member, I encourage the members of this City Council to take a stand against the tobacco industry and protect our young people as we have done in the past. Limit sale of flavored tobacco products to adult-only stores. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Marsha Soucheray". The signature is written in dark ink and is positioned above the printed name.

Marsha Soucheray

Dear MAYOR MARTIN,
ST PAUL MN 551

The tobacco industry is targeting our kids with cheap and flavored cigars. These toxic and addictive cigars come in the same flavors as candy. Please act now to protect our youth from a lifetime of addiction and tobacco-related disease.

Sincerely,

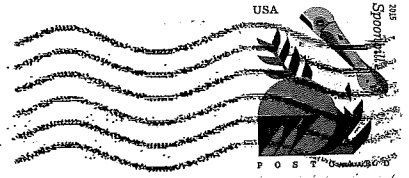
Noah Hammett-Divine

Address:

171 City Rd Fw
Shoreview MN 55126



This postcard was created with funding from the Minnesota Department of Health's Tobacco-Free Communities grant program. For more information, go to www.ansrmn.org



Mayor Martin +
Shoreview City Council

4600 Victoria St. N
Shoreview MN 55124

Dear MAYOR MARTIN,
SAINT PAUL MN 551

The tobacco industry is targeting our kids with cheap and flavored cigars. These toxic and addictive cigars come in the same flavors as candy. Please act now to protect our youth from a lifetime of addiction and tobacco-related disease.

Sincerely,

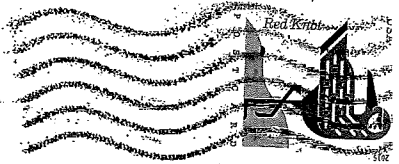
Billy Gault

Address:

5491 Fairlane
Shoreview



This postcard was created with funding from the Minnesota Department of Health's Tobacco-Free Communities grant program. For more information, go to www.ansrmn.org



Mayor MARTIN +
SHOREVIEW City Council MEMBER

4600 VICTORIA ST. N
Shoreview MN 55124

Mayor Martin and

Dear Shoreview City Council members

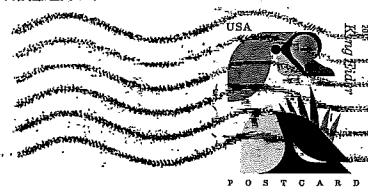
The tobacco industry is targeting our kids with cheap and flavored tobacco. These toxic and addictive products come in candy, fruit and other sweet flavors. By regulating the sale of flavored tobacco products in our community you can help prevent addiction and tobacco-related disease. Please act now to protect our youth.

Sincerely,

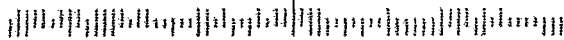
Emily Ueki

Address:

1003 Richmond Court
Shoreview, MN 55126



4600 Victoria
Street N Shoreview
MN 55126



Dear Mayor Martin

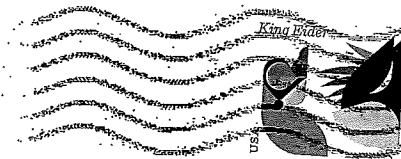
The tobacco industry is targeting our kids with cheap and flavored cigars. These toxic and addictive cigars come in the same flavors as candy. Please act now to protect our youth from a lifetime of addiction and tobacco-related disease.

Sincerely,

Ap J Schropfer

Address:

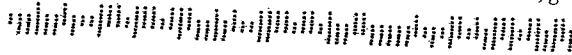
3431 Union Ave
Shoreview, MN 55126



Mayor Sandy Martin and
City Council members
4600 Victoria St. N.
Shoreview, MN 55126



This postcard was created with funding from the Minnesota Department of Health's Tobacco-Free Communities grant program. For more information, go to www.ansrmn.org



North Suburban Tobacco Compliance Project

Dedicated to Preventing Youth Access to Tobacco in Ramsey County

First Check 2015

City	# of vendors	# of vendors checked	# of vendors passed
Arden Hills	6	6	6
Falcon Heights	3	3	3
Gem Lake	1	1	1
Little Canada	8	6	3
Maplewood	35	35	31
Mounds View	11	11	11
New Brighton	14	14	11
North Oaks	3	3	3
N. St. Paul	6	6	5
Shoreview	11	11	10
Vadnais Heights	10	10	10
White Bear Township	5	5	5
TOTALS	113	111	99

Percent of vendors who passed each check 89%

Roseville	28	28	26
White Bear Lake	---	---	---
Saint Paul	261	261	237

*Saint Paul & Roseville are not included in the total because they do not participate in the programming offered by NSTCP

Second Check 2015

# of vendors	# of vendors checked	# of vendors passed
6	6	6
3	3	3
1	1	1
8	7	6
35	4	4
11	9	8
14	14	14
3	3	3
6	6	6
11	11	7
10	10	8
5	5	4
113	79	70

88%

28	28	26
26	26	26
0	0	0

2015	88.5%
2014	93.5%
2013	95%
2012	91.5%
2011	97%
2010	90%

Shoreview

